

Hardware IT Acquisition Worksheet Definitions:

Page 1 of 2 (This page needs to be filled out:

Category (Mandatory) – Insert a new row within each category for each discrete product.

Equipment (Mandatory - Product)(Optional - Model #, Manufacturer) – Enter Product, Model #, and Manufacturer. Example: Product = Notes Server, Model # = NT, and Manufacturer = Gateway.

Purchase FY 2002 (Mandatory) – Enter Quantity and Total Cost.

Purchase FY 2003 (optional) – Enter Quantity and Total Cost.

Purchase FY 2004 (optional) – Enter Quantity, and Total Cost.

Maintenance/Support (Mandatory - FY 2002)(Optional - FY 2003, FY 2004) – Enter planned maintenance costs for FY 2002, FY 2003, and FY 2004. For “National ITCAF”, you only need to identify changes from current maintenance. For “State ITCAF” you need to identify all maintenance.

Comments (Optional) – Enter if applicable.

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Planned Installation Date (Mandatory) – Enter planned date (if known) or assume March 30, 2002 (mid-year).

Warranty Duration (Months) (Mandatory) – Enter if applicable.

1st Year Maintenance (Optional) – Start Date, End Date, Vendor, Contract #, and total cost.

Model & Serial # of Replace Item (Optional) – If this is to replace current equipment, enter the model and serial number of that equipment.

Model & S/N of Replaced Item (Optional) – Enter Model and Serial Number (if applicable).

Does Replaced Item Still Require Maintenance? (Optional) – Enter “Y” for yes and “N” for no (if applicable). If “Y”, explain.

Disposition of Replaced Item (Optional) – Attach explanation to the spreadsheet (if applicable).

Software IT Acquisition Worksheet Definitions:

Page 1 of 2 (This page needs to be filled out):

Category (Mandatory) – Insert a new row within each category for each discrete product.

Software (Mandatory - Product)(Optional - Version #, Manufacturer) – Enter Product, Version #, and Manufacturer of the software. Example: Product = Corel Office Suite, Version # = 9, and Manufacturer = Corel.

Purchase FY 2002 (Mandatory) – Enter “Site” if this is a Site License, or “BW” for Bureauwide License, or the number of seat licenses required.. Enter the Total Cost.

Purchase FY2003 (Optional) – Enter “Site” if this is a Site License, or “BW” for Bureauwide License, or the number of seat licenses required.. Enter the Total Cost.

Purchase FY2004 (Optional) – Enter “Site” if this is a Site License, or “BW” for Bureauwide License, or the number of seat licenses required.. Enter the Total Cost.

Maintenance/Support (Mandatory - FY 2002)(Optional - FY 2003, FY 2004) – Enter planned maintenance costs for FY 2002, FY 2003, and FY 2004. For “National ITCAF”, you only need to identify changes from current maintenance. For “State ITCAF” you need to identify all maintenance.

Comments (Optional) – Enter if applicable.

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Planned Installation Date (Mandatory) – Enter planned date (if known) or assume March 30, 2002 (mid-year).

Tech Support Level (Optional) – Enter if applicable.

1st Year Maintenance/Support (Optional) – Start Date, End Date, Vendor, Contract #, Unit Cost, Total Cost, and Version & License #.