

South Carolina Military Department
IT Request Form

I request the approval of the purchase of _____
in the amount of _____ for the following item(s)

(1) _____

(2) _____

(3) _____

(4) _____

(5) _____

(Quantity and item description)

Requested by (Print Name) _____

Requested by (Sign Name) _____

This item (choose one) _____ on State contract. The State contract number
is _____. The approved vendor is _____.

This purchase must be approved by the IT Department of the Office of the
Adjutant General prior to purchase via credit card or purchase order.

(Print DOIT Name)

Date

(DOIT Signature)