

# CONTRA COSTA WATER DISTRICT COMPUTER HARDWARE / SOFTWARE REQUEST

Authorization is requested to purchase the following computer hardware/software:

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Justification : \_\_\_\_\_

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Estimated Cost : \$ \_\_\_\_\_

Account Number: \_\_\_\_\_

Benefits to User : \_\_\_\_\_

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Impact of Not Purchasing : \_\_\_\_\_

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Requested By : \_\_\_\_\_ Date : \_\_\_\_\_

Department : \_\_\_\_\_

Approved By : \_\_\_\_\_ Date : \_\_\_\_\_  
Department Head

Reviewed by : \_\_\_\_\_ Date : \_\_\_\_\_  
IS Manager

\_\_\_\_\_  
Director of Finance Date : \_\_\_\_\_

Approved : \_\_\_\_\_

Not Approved : \_\_\_\_\_

\_\_\_\_\_  
General Manager (or designee)