



IT PURCHASE REQUEST FORM

FOR OFFICE USE ONLY
 File# 11023
 Initials / Date: 2/12/15
 Contract # 90540

Requestor: David Hunter Phone/Location: 617-719-9120/Boston

Jason Maffetore
 (List any other person(s) to inform status of request via email)

Category (from drop down list)	Description of Spend	Make / Model	Quantity	Unit Cost (in dollars)	Total Cost (in dollars)	In Forecast	Innotas Project/ Number	Project Name	Funding Source/Unit
Prof Svcs	enChoice to provide FileNet Support for calendar 2016	IBM/FileNet P8	1	\$50,000.00	\$50,000	Yes		#40	6044-0001
					\$0				
					\$0				
					\$0				
					\$0				
					\$0				
					\$0				
					\$0				
					\$0				
					\$0				

- Complete any fields highlighted in Red
- Request is not processed if missing information and without proper authorization below

Hardware	\$0
Software	\$0
Prof Svcs	\$50,000
Equip Maint	\$0
Other	\$0
Total IT Request	\$50,000

- U07 Equipment
- U03 Software licenses, support
- U05 Staff augmentation, Consultants
- U10 Equipment maintenance, support, agreements
- Please explain "Other" below in justification

Business Justification
 (if applicable; attach document, note ship to address, explain if not in current forecast)

Description: This is a calendar year 2016 support agreement for FileNet Document Management software. *Morpho Risk*

Reason: Necessary to support FileNet document scanning issues. *FY 16 \$25,000*

Benefit: In the case of an issue/outage with FileNet we will be able to have enChoice provide the necessary support to resolve the issue. *FY 17 \$25,000*
\$50,000

AUTHORIZED APPROVERS

Requestor *David Hunter* Signature Date 12/16/2015

Division/District/Administrator/Supervisor _____ Date _____
 Print Name and Signature

IT Unit Head/Director _____ Date _____
 Print Name and Signature

Deputy CIO/ Deputy CTO *John C. Primerano* Signature Date 12/17/2015
 (Required for any requests greater than \$10K)

IT Budget Office *[Signature]* Signature Date 12-17-15

Chief Information Officer * *[Signature]* Signature Date 12-22-15

* Required for all requests greater than \$50K. All authorizations including IT Budget must be obtained before submitting to CIO for review.