

## ITS Enterprise Support Standard on Purchase and Support of Computers, Related Technology, and Software

### Exception Process

Support for purchases of hardware or technologies that vary from the standard will be at the discretion of ITS and will require the Chief Information Officer's (CIO's) approval. The request will require a college Dean or divisional VP approval. A separate request to the Information Security Office may also be required.

Requestor: \_\_\_\_\_

Print Name

Requestor's username: \_\_\_\_\_

Device Name: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Model: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Reason for Exception:

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Approver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approver's Name: \_\_\_\_\_ Date: \_\_\_\_\_

**(Dean or Divisional VP's Signature)**

Please submit this form to [servicedesk@rit.edu](mailto:servicedesk@rit.edu) for approval. Exception requests will be reviewed on biweekly basis.

*For Internal Use Only*

ITS CIO Approval: \_\_\_\_\_ Date: \_\_\_\_\_