

Form G - Program Improvement Request - Computer Hardware/Software

Purpose

To provide IT Services with sufficient information on computer-related requests to make a determination concerning replacement or new computer hardware/software.

Instructions

- **Request Type** - for the FY2017 budget submission process, there are three types of requests: (1) new hardware, (2) replacement hardware, and (3) P.C. packaged software products. Please note all of the types that apply to your request.
 - H Request for new mainframe and P.C. hardware
 - R Request for replacement mainframe and P.C. hardware
 - S Request for P.C. packaged software products (spreadsheets, data base, word processing, etc.)
- **PIR Number** - a tracking number to be assigned by IT Services.
- **Possible Funding Source** - provide alternative funding, if any, for this request.
- **Description of Need and Justification** - describe the hardware and software you are requesting along with its intended purpose. Please be sure to use sufficient detail and indicate how this request implements the County's Strategic Plan.
- **Expected Benefits** - the benefits you expect to realize from your requested hardware/software must be clearly documented. The expected benefits should include cost savings, increased productivity, increased public service, mandates, etc.
- **Department Head Signature, etc.** - each request should be signed and prioritized by the department head. Include a contact name and telephone number in case additional information is needed.
- **Scoring** - this section will be used by IT Services in evaluating the request.

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department _____	Budget No. _____
Title of PIR _____	Request Type _____
PIR # _____	(assigned by Data Services) Possible Funding Source _____

Description of Need and Justification

Expected Benefits

Department Head Signature _____	Priority _____
Department Contact Person _____	Phone _____
Received by Office of Budget and Evaluation _____	Rec'd by Data Services _____

Scoring

Cost Savings _____	Improved Management Controls _____
Cost Avoidance _____	Multi-Use Systems _____
Legal Requirements _____	Cost Recapture _____
Service to the Public _____	Critical System Upgrade _____

Form H	FY2017
---------------	---------------