ITS #

Arkansas Department of Health

4815 West Markham Street ● Little Rock, Arkansas 72205-3867 ● Telephone (501) 661-2000
Governor Asa Hutchinson
Nathaniel Smith, MD, MPH Director and State Health Officer

TO: **Michael Kincaid, CIO** SECTION: **Information Technology Services** DATE:

REQUESTOR: Shawna Meadows

APPROVAL FROM: Chief: Laura Rothfeldt Branch/Section: Zoonotics

User Name: Multiple ☒ Multi Users Purchaser Name/ Shawna Meadows Mail Slot: 62

SUBJ: ☐ IT Hardware ☒ IT Software ☐ A/V Equipment ☐ Communication Device

Cost Center: 610018 Internal Order: ACAJ0019 Quote #: 16488399
Quote #: Quote #:

List Requested Items Separately	Cost	Approved in Grant? Y/N	Additional (new) or Replacement for current equipment? (A or R)	If adding equipment, why needed? If replacing equipment, why replacing? Include age of equipment proposed for replacement
(3) Adobe Acrobat Pro 2017 @ 174.90 ea	$ 524.70	Y	N	Software needed to edit documents
Total Cost w/taxes	$ 524.70			

1. Are all requested equipment/devices/software:
   a. On state contract? ☐ Yes ☐ No If No, procurement method:
   b. Compatible with existing ADH systems? ☐ Yes ☐ No

2. This Equipment Complies with the Agency Energy Policy ☐ Yes ☐ No
   If NO, provide a justification approved by the ADH Energy Manager.

3. For computer purchases – Is the new computer in addition to the User's primary computer ☐ Yes ☐ No
   If Yes, provide a justification for approval by the ADH CIO.

4. Impact of not purchasing or delaying purchase: ☐ N/A

a. Impact on public health:
b. Financial impact:
c. Impact on staff:
d. Other impact/considerations:

INCLUDE QUOTE(s) WITH THIS APPROVAL