



U.S. Department of State

### POEMS HARDWARE/SOFTWARE REQUEST

NOTE TO EMPLOYEE - All software and hardware requests must include detailed information including a business justification, and authorization signature from both your office director and S/ES-ES/B&F.

#### Employee Information

Name (Last, First, MI)

Office

Title

Phone Number

#### Detailed Description

Provide detailed description of hardware or software being requested.

Where would you like the requested hardware or software to be installed?

POEMS Classified  
SESW

OpenNet SBU  
SESW

POEMS Classified  
SESW

OpenNet SBU  
SESW

REMINDER - All hardware and software installed on or attached to USG computer systems must be (1) authorized, (2) procured by the USG, and (3) loaded/installed by POEMS (S/ES-IRM) staff. Please see 12 FAM 600 and 5 FAM 800 for additional information.

#### Justification

Provide a brief business justification for purchase of this hardware or software.

#### Office Director/Deputy Director Approval Signature

I concur with and authorize this hardware/software request.

Printed Name

Signature

Date (mm-dd-yyyy)

#### Budget Officer (S/ES-EX/B&F) Approval Signature

The software/hardware is  approved for purchase.  disapproved.

Printed Name

Signature

Date (mm-dd-yyyy)

Reason for Denial of Request