

## Print Device Acquisition Process Checklist

Required Forms	Date Completed	Sent To	Date Sent	
<b>Equipment Cost Justification Form (ECJF)</b> See "Assessment" in Printer Device Acquisition Process				
<b>Procurement Business Case (PBC)</b> See "Procurement" in Printer Device Acquisition Process				
<b>Equipment Lease/Finance Approval (ELFAR)</b> See "Procurement" in Printer Device Acquisition Process  <a href="https://cms.partner.illinois.gov/icpr/Forms/Documents/Forms/AllByCategory.aspx">https://cms.partner.illinois.gov/icpr/Forms/Documents/Forms/AllByCategory.aspx</a>				
<b>Telecommunications Service Request (TSR)</b> See "Site Preparation" in Printer Device Acquisition Process				
<b>Enterprise Service Request (ESR) – install</b> See "Installation – Pre-Install" in Printer Device Acquisition Process				
<b>Network Printer Install Information Form</b> See "Installation – Pre-Install" in Printer Device Acquisition Process				
<b>SPO Determination Form</b> See "Procurement" in Printer Device Acquisition Process				
<b>Order for Release (OFR) (IGPS)</b> See "Procurement" in Printer Device Acquisition Process				
<b>Enterprise Service Request (ESR) – removal</b> See "Device Removal/Disposal" in Printer Device Acquisition Process				