



REQUEST FOR ELECTRONIC DEVICES OR IT SERVICES

This form will not in itself initiate an order or a reimbursement; rather it provides the necessary backup documentation to accompany a Purchase Requisition. For additional information, please visit pavir.org to review the "Electronic Devices and Services" policy.

Request is for:

Cell Phone	Desktop Computer
Digital Camera	Digital Storage Device
Hotspot	Internet Service
iPad or other Tablet	Laptop Computer
Other (specify) _____	

I understand that by accepting an electronic device purchased, or a service supported with PAVIR administered funding, I must dedicate the use of such device or service to business purposes. Any personal use must be incidental and cannot constitute the primary use, nor can it interfere with official business or create additional expenses for PAVIR.

For devices: Should I no longer require the use of the electronic device, or should I separate from VAPAHCS or PAVIR, I understand that I must contact PAVIR IT staff for instructions. PAVIR will work with VA IT to safely excess and/or sanitize the device as necessary. In instances of theft or other criminal activity, I will report the incident to PAVIR and VA police.

If applicable: If I use the computer equipment for the storage or transfer of sensitive information, especially identifiable personal health information, this equipment must be encrypted, and a copy of all VA data must be kept at VAPAHCS. PAVIR may not release the computer to my use prior to completing the encryption process. Additional data sharing agreements may be required for transfer of data to parties outside of the VAPAHCS. I will contact VA Research Administration staff as necessary for additional information.

If this device will be assigned to someone else, I will communicate associated obligations to the end user of the device.

Name of the user of the device or service: _____

Intended location of the device or service:

Building _____ Room # _____ Other _____

For information about connecting to the VA network the user must contact the VA Information Systems Security Officers at V21PALISOs@va.gov.

By signing below, I acknowledge and agree to follow these guidelines.

Printed Name

Signature

Date