INFORMATION RESOURCES REQUEST (IRR)
(Version 6)

Department ____________________________  Department Contact ____________________________

College/Unit ____________________________  Campus Address ____________________________

Requisition Number ____________________________  Telephone ____________________________

Account Number ____________________________  Email ____________________________

1. Please see the back of this page for a summary of required approvals & forms.

2. **Budgetary Source** - What is the primary Budgetary Source associated with this acquisition? Note that resources acquired through Contracts & Grants and/or Auxiliaries should be placed in the most applicable Budgetary Source found below.
   a) Please check one: □ E&G  □ Health Center  □ IFAS  □ Foundation/Other Private Funds
   b) Does a portion of this acquisition include a gift or donation?  □ Yes  □ No

3. **Technology Type** - See the list of IRM Object Codes on the back of this form to determine the technology type by the "I/C" column.  □ Information Resources  □ Communication Resources

4. **Resource Usage** - Please check one:
   - □ Instruction and Research (I&R): Resources which are used strictly for I&R
   - □ I&R Related: Resources which are used to support I&R directly, but are not themselves used strictly for I&R. Examples may include resources used in libraries, instructional support offices, research support offices, etc.
   - □ Non-I&R: All other resources

5. **Major Project** - The total value of a resource acquisition includes the market value of the objects and services being acquired and the resulting operating, maintenance, and facility expenses. If the acquisition’s total value is over $100,000, then it is a Major Project which requires submission of the Major Project form. If needed, contact OITS for this form.
   a) Is the total value of the resource acquisition greater than $100,000?  □ Yes  □ No
   b) If yes, then please give the Major Project’s title/name: ______________________________________________________________

6. **Exemption from SUS ITRPAC Approval** - Will these resources be used predominantly for research or experimentation and be funded primarily from Contracts & Grants?  □ Yes  □ No

7. **Approvals**

Department ____________________________  Date ____________________________

College ____________________________  Date ____________________________

UF IRM ____________________________  Date ____________________________

Department/Unit Number (Optional):________________

For OITS’ Use Only - Sequence Number: ________________
Summary of Required Approvals and Forms
(These rules apply regardless of the source of funds.)

Technology Types and Dollar Levels | Approval(s) | IRM Form(s)
--- | --- | ---
**INFORMATION RESOURCES**
- <= $20,000 per acquisition | Department/Unit | None
- > $20,000 per acquisition | UF IRM | UF IRR
- > $100,000 per project | UF IRM | UF IRR, Major Project
- > $500,000 over 2 years | UF IRM, BOR IRM, SUS ITRPAC | UF IRR, Major Project, BOR IRR, ITRPAC

**COMMUNICATIONS RESOURCES**
Telephone Equipment or Services Related
- < $11,000 per acquisition | UF Telecomm | TSR
- >= $11,000 per acquisition | UF Telecomm, UF IRM, DivComm | TSR, UF IRR, DivComm forms
- > $100,000 per project | UF Telecomm, UF IRM, DivComm | TSR, UF IRR, DivComm forms, Major Project
- > $500,000 over 2 years | UF Telecomm, UF IRM, DivComm, BOR IRM | TSR, UF IRR, DivComm forms, Major Project, BOR IRR

Not Telephone Equipment Or Services Related
- < $11,000 per acquisition | Department/Unit | None
- >= $11,000 per acquisition | UF IRM, UF Telecomm, DivComm | UF IRR, DivComm forms
- > $100,000 per project | UF IRM, UF Telecomm, DivComm | UF IRR, DivComm forms, Major Project
- > $500,000 over 2 years | UF IRM, UF Telecomm, DivComm, BOR IRM | UF IRR, DivComm forms, Major Project, BOR IRR

Note: UF Purchasing reviews all resource requests to ensure that the proper approvals and forms have been completed.

**IRM Object Codes**

<table>
<thead>
<tr>
<th>Object Code Description</th>
<th>Object Code</th>
<th>I/C</th>
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<tbody>
<tr>
<td><strong>EXPENSE (OE)</strong></td>
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<tr>
<td>Data Processing</td>
<td>132700</td>
<td>I</td>
</tr>
<tr>
<td>Data Processing - EDP Special Category</td>
<td>132701</td>
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<tr>
<td>Training</td>
<td>132801</td>
<td>C</td>
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<td>Data Processing - Training</td>
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<td>I</td>
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<tr>
<td><strong>Telephone</strong></td>
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<tr>
<td>Telephone</td>
<td>221000</td>
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</tr>
<tr>
<td>Toll Calls</td>
<td>221002</td>
<td>C</td>
</tr>
<tr>
<td>Suncom</td>
<td>221003</td>
<td>C</td>
</tr>
<tr>
<td>Basic Telephone Service</td>
<td>221004</td>
<td>C</td>
</tr>
<tr>
<td>Telephone Equipment Rental</td>
<td>221006</td>
<td>C</td>
</tr>
<tr>
<td>Cellular Phones</td>
<td>221101</td>
<td>C</td>
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<tr>
<td>Cellular Phones - IFAS</td>
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<td>C</td>
</tr>
<tr>
<td>Telegraph &amp; Teletype</td>
<td>222000</td>
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<td>D.P. Communications</td>
<td>223000</td>
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<td><strong>Repairs &amp; Maintenance</strong></td>
<td>241002</td>
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<td>Repairs &amp; Maint. Commodity - Info. Resources</td>
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<td>Repairs &amp; Maint. Services - Info. Resources</td>
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<td><strong>Other Materials &amp; Supplies</strong></td>
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<tr>
<td>Supplies - Data Processing</td>
<td>391002</td>
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<tr>
<td>Computer Software &lt; $500</td>
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<tr>
<td>Computer Software &gt;= $500</td>
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<tr>
<td>Supplies - Communications Resources</td>
<td>391003</td>
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<tr>
<td><strong>Rental of Equipment</strong></td>
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<td>Rental Equipment - Data Processing</td>
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<tr>
<td>Rental Equipment - Communications Resources</td>
<td>441001</td>
<td>C</td>
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<tr>
<td>Rental Equipment - Cellular Telephone</td>
<td>441100</td>
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</table>

**Equipment [OE]**
- Cellular Telephone Equip $99.99 <= Cost < $500 | 512102 | C |
- Data Processing Equip $99.99 <= Cost < $500 | 516060 | I |
- Information Resources Equipment $99.99 <= Cost < $500 | 519081 | I |
- Communications Resources Equipment $99.99 <= Cost < $500 | 519082 | C |

**OPERATING CAPITAL OUTLAY (OCO)**
- Scientific & Technical Equipment | 512050 | I |
- Cellular Telephone $500 <= Cost | 512101 | C |
- Mainframe - CPU, channels, memory | 516010 | I |
- Minicomputers - CPUS | 516020 | I |
- Microcomputers - CPUs, PCs, Laptops | 516030 | I |
- Microcomputers - Peripherals, Scanners, Printers | 516031 | I |
- Terminals, CRT units | 516040 | I |
- Wordprocessors & Peripheral Equipment | 516041 | I |
- Local Area Computer Networks & Equipment | 516042 | I |
- Other - Information Resources Equipment | 516043 | I |

**Communications Resources Equipment**
- Radio Equipment | 516050 | C |
- Television Equipment | 516051 | C |
- Intercom and Closed Circuit Systems | 516052 | C |
- Data Equipment | 516053 | C |
- Facsimile Devices, FAX | 516054 | C |
- Telecommunications Equipment | 516055 | C |
- Telephone Equipment | 516056 | C |
- Other - Communication Resources Equipment | 516057 | C |

Abbreviations Key - BOR = Board of Regents, DivComm = Division of Communications, IRM = Information Resources Manager, SUS ITRPAC = State University System Information Technology Resources Procurement Advisory Council, Telecomm = UF Telecommunications, TSR = UF Telecommunications Service Request, I = Information Resource, C = Communication Resource

*The IRR form and the Major Project form are available on the OITS web site in Adobe® Acrobat® Portable Document Format (PDF) (version 2.1).*

UF IRR form last revised: 10/15/98