

**ISD, Office of Strategic Sourcing**

**Consolidated Computer Purchase Program**

**Review Request Form**

Departments seeking standard Consolidated Computer Purchase Program (CCPP) equipment whose total dollar value equals or exceeds $5,000 must complete and submit this CCPP Review Request Form to the ISD, Office of Strategic Sourcing identifying and justifying the items to be purchased. The ISD, Office of Strategic Sourcing Associate will review the CCPP Review Request to ensure the purchases are in alignment with the County Strategic IT Directions and approved departmental Business Automation Plans (BAP).

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| **Department Information** | | | |
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| Date: |  | | |
| Department: |  | | |
| Name: |  | Title: |  |
| E-Mail: |  | Phone: |  |
| Dept. CIO/IT Manager: |  | Signature: |  |
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| **Instructions** | | | |
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| 1. **Complete the justification** for the standard CCPP equipment requested. 2. **Submit CCPP Review Request Form and Draft Purchase Requisition** via e-mail to [procurereview@isd.lacounty.gov](mailto:procurereview@isd.lacounty.gov). The ISD, Office of Strategic Sourcing will review and act upon the CCPP Review Request Form within three (3) business days. | | | |
| **Justification** | | | |

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| **ISD, Office of Strategic Sourcing Approval** |

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| |  |  |  |  | | --- | --- | --- | --- | | ISD, Office of Strategic Sourcing Associate: |  | Signature: |  | |