



**Indian Affairs
Office of Information Management Technology
Investments Approval Request Documentation Cover Sheet (IT Cover Sheet)**

The Program Office will complete sections below

Title (short description):	Date:	Estimated cost:
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Detailed description of proposed investment:

Attached documentation:

Specifications/component listing IGCE	Alternatives analysis with cost-benefit analysis	SOW
Requirements analysis	Comments from other programs/agencies affected by the investment	

Do the components comply with Indian Affairs and DOI standards?	Yes	No	Is the investment EPEAT* compliant?	Yes	No
If no, is the Technology Waiver attached?	Yes	No		N/A	

Contact information:

Contact name:	Title:
Address/site name:	Phone number/fax number:
	Email:

Digital signature: _____

Office of Information Management Technology (OIMT) will complete the sections below

Unique item identifier codes:	OIMT spend plan numbers:	OIMT spend plan approval date:
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Select all IT Transformation Service Towers that apply:

A-130 Consolidation Support Functions	End User Support	Hosting Services	Telecommunications
Enterprise Service Desk (Help Desk)	Geospatial Information	Information Assurance	

If the request is for user workstations or laptops, has the request been reviewed to ensure that it meets the DOI OCIO directive mandating one workstation per employee?	Yes	No	N/A
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Certify investments equal to or under \$15,000 Review for certification of investments above \$15,000 _____ Field Support Manager _____ Date	Comments/Regional Log Number:
Certify investments equal to or under \$25,000 Review for certification of investments above \$25,000 _____ Zone Manager _____ Date	
Certify investments equal to or under \$50,000 Review for certification of investments above \$50,000 _____ Chief, Division of Information Operations _____ Date	
Certify investments above \$50,000 _____ Associate Chief Information Officer _____ Date	
_____ Associate Chief Information Officer _____ Date	

*Electronic Product Environmental Assessment Tool (registered product)

Contracting staff: Actual acquisition cost may exceed estimate by 15% without resubmitting the requirement for further OIMT review and approval as long as actual costs do not exceed the original threshold. (12/20/2016)