



Mississippi Valley State University  
**INFORMATION TECHNOLOGY PROJECTS**



**LIFECYCLE COST ANALYSIS FORM**

**Part I**

Is this purchase related to a project? Will there be any ongoing costs such as **Maintenance, License Renewal, Compatible Equipment, Additional Hardware/Software, etc.?**

Yes:            No:

If you answered no, follow the proper procedures for making the purchase. If yes, complete the rest of this form.

**Please List all Fund and Orgs.**

Funding Source: Department Name

Fund

Org.

Federal

State

Signature of Funding Source Agent:

**Part II**

Name of person making request:

Requesting Department:

Description of Project/Software/Equipment/Services:

Anticipated Term of the project (years):

Anticipated expenditures related to the project, include a description of each anticipated expenditure, anticipated fiscal year (FY) of expenditure and amount of expenditure. This would typically include an initial purchase, installation, and training during the current FY as well as maintenance and license renewal in future FY's:

Total Estimated Initial Cost:

Total Annual Cost:

Total Annual Maintenance Cost:

Total Estimated Lifecycle cost (LCC):

Printed Name

Signature

Requesting Individual  
(always required)

Department Head/Director  
(required when LCC up to \$1,000)

(required when LCC up to \$5,000)  
Area Vice President

(required when LCC up to \$10,000)  
Vice President for Business and Finance

(required when LCC exceed \$10,000.00)  
University's President