

Instructions for Completing and Submitting Information Technology Services Purchase Requisition Form

(Staff Purchases Only)

Prior to the initiation of this form, please contact the Help Desk (x70911) to schedule a needs assessment or purchase consultation.

1. In order to process IT equipment requests that will be funded from department or institute budgets, Information Technology Services (ITS) will require a completed and approved ITS Purchase Requisition Form.
2. The requestor will initiate this form, and will obtain all necessary approvals prior to submitting the completed form to Information Technology Services. ITS will continue to provide quotes/equotes for IT equipment purchases. Please attach your ITS quote/equote to your Purchase Requisition Form.
3. Purchase Approvals: An Official Account Administrator must approve the purchase and provide the account number to be charged. The form should then be submitted to the Treasurer's Office for Account/Fund Verification.
4. Account/Fund Verification: The Treasurer's Office will verify budget availability and submit the completed requisition to ITS for processing. A budget transfer form (available at the Treasurer's Office Website) will be required if there are not sufficient funds available in the funding account (4##-4#####-6620).
5. Completed and approved forms should be submitted to ITS for processing. Please send forms to:

ITS Purchase Requisition Request (Staff Purchases)
Instructional Technology and Client Services
Roberts South, Room 12
6. Upon receipt of the approved form, ITS will initiate the purchasing process.
7. ITS staff will contact the requestor when the order has been received, and is ready for deployment.