

Instructions for Completing and Submitting Information Technology Services Purchase Requisition Form

(ITS Standard Equipment - Faculty 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 faculty IFA or startup funds, Information Technology Services (ITS) will require a completed and approved ITS Purchase Requisition Form.
2. The faculty member 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.
3. Purchase Approvals: The faculty member 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.
5. Completed and approved forms should be submitted to ITS for processing. Please send forms to:

ITS Purchase Requisition Request (Faculty 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 faculty member when the order has been received, and is ready for deployment.