Know the Process - Equipment

Know the Process – Equipment

The Steps

1. Requestor contacts SA-IT to request Technology item
2. SA-IT will work with requestor to identify item specifications, qualities, and budget
3. SA-IT will request formal quotes from vendor
4. SA-IT will use formal quotes to obtain an ICT approval from IRT for equipment purchase
    a. **Note:** skip this step if ICT is not required
5. SA-IT will send both formal quotes and approved ICT to requestor
6. Requestor will forwars information to Purchasing Authority
7. Procurement: Purchasing Authority will process purchase and provide the PO# to SA-IT
8. If equipment requires configuration, it should be delivered to LSN 3004
9. SA-IT will configure the equipment with the campus standard image
10. SA-IT will reach out to the department once it's ready for pick-up