

## **Business and Auxiliary Services Policies: Business**

BUS

Procedure:

Purchasing IT equipment

Explanation:

Individuals request order of information technology equipment (hardware or software).

Who to call for help:

Purchasing (75257)

Action by:

User:

Prepare requisition with all necessary information and approvals, then, forward to CIS for verification that the requested order is compatible with the university's systems.

CIS:

Verify the order, approve and forward to purchasing for processing.

Purchasing:

Reviews and processes order.