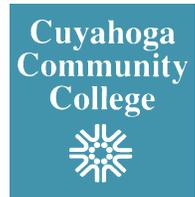


Information Technology Services

Desktop Services – Procedure

Technology Purchase Request



Description

The following outlines the procedural steps necessary for Any college department to successfully request a technology purchase approved by Information Technology Services.

Process

1. Requesting department identifies the need, purpose and reason for requesting to purchase computer technology or related peripherals.
2. Requesting department completes the EGS: ITS Technology Purchase Request form and submits to Desktop Services: <https://portal2.tri-c.edu/EGS/NewRequest/NewTechnologyEquipment>
3. Desktop Services reviews request with department contact and ITS leadership to assess and verify the following:
 - Business need and how it will support the college mission.
 - Logistics: Quantity, Location, etc.
 - Current resources are not sufficient to meet the intended goal.
 - Who will provide technical support.
 - Source of funding for initial purchase.
 - Source of funding for replacement post end of life.
4. If approved, Desktop Services will *Approve/Close the EGS request and forward a quote for the requested hardware to the requesting department.
*If denied, rationale for denial or possible alternative solution will be provided and form rejected.
5. Requesting department is responsible for creating a Requisition and **attaching** *both the Quote and approved EGS Request Form to that requisition in My Tri-C Buy.
*Missing one or both will cause the Requisition to be returned.
6. When shipment arrives, Desktop Services will process delivery:
 - Assemble, configure, as needed.
 - Image, software install, test as needed.
 - Deliver, setup and inventory.

Information Technology Services

Desktop Support – Procedure

Technology Purchase Request



Process Owners

Need Assessment, Requirements	Requesting Department
Initial Review	ITS Desktop Services
Approvals	BUL, ITS, SMS
Order Process	Requesting Department
Deployment Process	ITS Desktop Services

Type of Equipment requiring Purchase approval

The following types of equipment require an approved Technology Request Form:

- Desktop Computers (Apple, Windows based client computers)
- Laptop Computers (Apple, Windows based Notebooks, Workbooks, etc.)
- VDI Computers (Thin & Mobile-Thin clients)
- Tablets (Typically \$250 or more)
- Printers (Any type of printing device)

Approvals

- The requesting department Supervisor, Director, BUL **or** next level Management approval is required to process any of the above technology purchase requests.
- Information Technology Services is final approver for **all** technology purchase requests.

Attachments

*Attaching an Approved EGS Technology Purchase Request form to a Requisition...

After the approved form is displayed in your browser:

1. Right Click anywhere on the on the EGS Online Form
2. Choose Print...
3. Under “Select Printer” highlight “Microsoft XPS Document Writer”
4. Select “Print”
5. Choose an easy file location, like your Desktop
6. For file name, use the EGS TER # .xps (example = 3009.xps)
7. Click “Save”

You now have a document to attach to your Requisition.