Purchasing Process For Technology

1. Prepare the Proposal
   Visit the link below to view and get estimated costs.
   Hardware Standards List  Software Standards List

2. Get Department Funding Approval
   Submit the request through departmental channels to get director approval to purchase.

3. Submit the eQuest for Quote
   Once department has approved, the Department administrator may submit a quote request through eQuest. UITS will receive the request and return a quote within one to three business days for standard software or hardware. (Notification included if a CARF is required)

4. Part 1: Submit the Quote for ELT Approval
   Once the quote and supporting documents are received, the Department administrator may initiate the ELT Approval.
   Part 2: Submit Quote, Contract, Terms & Conditions, Signature Requirements for CARF Approval
   All contracts, terms & conditions, and signature requirements will need a Contract Approval & Routing Form (CARF) by the Office Of Legal Affairs, Ethics, and Compliance. (You will be notified via eQuest if required for Software)

5. Submit Through ePro
   Department administration submits the quote through ePro for budget approval. Attach the ELT Approval and CARF as required. The ePro request is sent through the approval channels, and the budget is checked. Process of the request can be tracked through ePro.

6. The Set Up
   After the order is placed with the vendor, the technology equipment arrives and is set up within approximately 4-5 weeks by UITS, depending on shipping time, project requirements, and/or user availability.