

# Technology Quote For Hardware & Purchasing Process

## 5 Easy Steps

1

### Prepare the Proposal

Visit the link below to view and get estimated costs.

[Technology Cost Estimates](#)



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 Administrative Coordinator may submit a quote request through eQuest. UITS will receive the request and return a quote within one business day.



4

### Submit Through ePro

Department administration submits the quote through ePro for budget approval. The ePro request is sent through the approval channels, and the budget is checked. Process of the request can be tracked through ePro.



5

### 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.



**Software Note: All Software request must go through eQuest, as UITS needs to verify licensing contracts, terms and conditions and a Contract Approval & Routing Form (CARF) must be completed for the General Counsel**