

COLORADO COMMUNITY COLLEGE SYSTEM

Requisition Process for Hardware and Software

Effective Date:

8/1/2005

Steps for Process

1.
 - Create a work order with the IT support desk requesting information for the item required.
 - Hardware
 - Provide a brief description for the product requirements describing what you intend to use the product for.
 - If you have specific product info as your preference, provide the make and model.
 - Include the number of items for order and date needed.
 - Include the names and locations for the personnel who will be receiving the hardware.
 - Software
 - Provide a brief description for the product requirements describing what you intend to use the product for.
 - If you have specific product info as your preference, provide the brand / manufacture, product name, version info.
 - Include the number of licenses or the number of employees needing the product
 - Include the names and locations for the personnel who will be receiving the application software.
2. • The Support Desk will process the work order and assign it.
3. • A representative from IT will normally contact you within 2 business days to clarify information where necessary and to discuss the request. IT will follow up the call with an e-mail which will contain Quotes and recommendations required for a purchase requisition. (Please remember all purchasing rules will apply)
4. • Once the information is received from IT, complete a hardcopy purchase requisition and routing slip and acquire the necessary signatures.
5. • When the associated Routing Slip and requisition information is received by the IT department (Step 4 on Routing Slip), the order will be processed.