

COLORADO COMMUNITY COLLEGE SYSTEM

ROUTING SLIP

Requisition (Hardware or Software) —Forwarding Process

<i>Date:</i>	
Work Order Number Assigned by IT Support Desk	
Route to the following staff:	Initial after reviewing/ signing Purchase Requisition. and forward to next person on list.
1. Person Making Request	
2. Supervisor or Manager of Area	
3. Vice President / Authorized Account Mgr. (Dependent on PO Amount)	
4. Information Technology (Support desk) The support desk will perform a final check to ensure all information is accurate.	
5. Requisition Entered into FRS (IT Admin Assistant) (Creates copy of requisition for turning of PO and receiving of equipment, sends original requisition and all supporting documentation to purchasing)	
6. Requisition is turned in FRS (IT Operations)	
7. Purchasing Agent (Places the Order)	No Initial Required
8. Information Technology (Receives Equipment and tags for fixed asset) Following fixed asset tagging and receiving, final copy of PO is sent to purchasing.)	
9. Original Support Desk work order closed (receiving technician)	
<i>Notes:</i>	
Return this form and folder to:	1505
Information Technology	Phone Ext.