Connors State College  
Information Technology Systems  
Equipment Ordering Procedures

This document is to serve as a set of guidelines for all CSC Faculty and Staff who choose to order computing equipment.

1. Contact the CSC IT Systems department to submit your quote request.

   **NOTE:** Please notify us whether you will submit the requisition to the Business Office Purchasing Agent or if you would like IT Systems to submit the requisition on your behalf.

2. If you will be submitting the requisition yourself, please go to step 3. If you would like IT Systems to submit the requisition for you, please go to step 7.

3. IT Systems will review your request and obtain the necessary quote(s) from our vendor(s) to adequately fulfill your request and then return the quote(s) to you.

4. Once you receive the quote(s) from the IT Systems department, you must complete the “Requisition for Purchasing Materials or Requesting Services” form.

   **NOTE:** This requisition form is available from the CSC Business Office.

5. Complete the requisition form by adding the equipment to the purchase list, the necessary vendor information, department information, and signatures.

6. Verify that the “Order will be placed by:” field is correct. The two options are 1. Department/Requisition Originator or 2. Business Office. If you select option 1, you will receive the quote back once the Business Office completes the necessary paperwork and you will be required to submit the order. If you select option 2, the Business Office will submit your order and you will receive the completed requisition. Please go to step 10.

7. IT Systems will review your request and obtain the necessary quote(s) from our vendor(s) to adequately fulfill your request.

8. IT Systems will complete the “Requisition for Purchasing Materials or Requesting Services” form and will obtain the appropriate signatures from your department.
9. IT Systems will submit the requisition form to the Business Office for ordering and you will receive the completed requisition.

10. Keep the finalized requisition for your records.

11. Once your equipment arrives, the Bookstore will notify you or IT Systems to pick up the equipment. Please note that all PC orders must be received by IT Systems before it can be released to the purchasing department. This is to ensure that the proper software is installed on the specific PC(s). All other equipment orders may be obtained by the purchasing department unless IT Systems is notified first. In that case, IT Systems will obtain the equipment from the Bookstore and deliver it to the purchasing department.