

Procedure for IT Equipment Purchase

Purchase of computers and software: Effective immediately, all requests for purchase of computers, software, and other IT-related purchases, such as printers, scanners and other equipment must be sent to Helpdesk@downstate.edu for recommendation and price quotes before ordering.

Information needed by the IT Customer Support Center to provide a quote

1. User's Name
2. Department Name
3. Department Purchasing Contact Information (Telephone and Email)
4. Type of Device Requesting Quote for
5. Reason for purchase (Justification Letter if purchase is more than \$5,000)

Information Needed for Requisition to be submitted to Purchasing Department

1. Once a quote is provided by the IT Customer Support Center, a Requisition is needed to place the order either with a Purchasing Card or a Purchasing Order
2. Please click [here](#) to download and fill out a Purchase Requisition form
3. Attach a Justification Letter for purchases over \$5,000
4. Bring signed Purchase Requisition form and Justification Letter to Room BSB 1-26 for final authorization by the IT Department

Procedure for Requisition paid by Purchasing Card

1. Obtain a quote from IT Customer Support Center
2. Prepare a signed requisition and a Justification Letter if the purchase is more than \$5000.00
3. Obtain approval stamp by the IT Department from Room BSB 1-26 by either stopping by or email to Helpdesk@downstate.edu
4. IT Staff from Room BSB 1-26 will provide the Toll-free number or online logon information to the Purchasing Agent once the Requisition is approved.

Procedure for Requisition paid by Purchasing Order

1. Obtain a quote from IT Customer Support Center
2. Prepare a signed requisition and a Justification Letter if the purchase is more than \$5000.00
3. Obtain approval stamp on the filled Requisition by the IT Department from Room BSB 1-26 by either stopping by or email to Helpdesk@downstate.edu
4. Submit the Requisition Package to Purchasing and Contract Department for a Purchase Order.

Replenishment Procedure

1. Equipment is given to a department based on immediate needs provided that a signed Purchase Requisition form for replenishment is dropped off at the Help Desk BSB 1-26. The final delivery location must be BSB 1-26 or Mail Stop 17
2. Click [here](#) for a template of such Purchase Requisition form
3. Once replenished device is received by the Help Desk BSB 1-26 and the user will be notified as a courtesy.