Requisition – IT Approval Process

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Requestor

- Emails IT with Requirements and Budget
- Review Quote
- Approved? — No → Change Requirements? — Yes / No → End Request
- Yes

ITS

- Work with Vendor(s) to spec requirements and gather quote(s)
- Email Quote(s) to Exec. Director ITS for Approval
- ITS Emails Final Quote to Requestor and Requests FOAP
- ITS Creates Requisition
- Upload Quote(s), Supporting Docs, and Exec Director ITS approval Email to Onbase
- End Request

Exec Director ITS

- Review Quote(s)
- Approved? — No
- Reply with Change of Requirements
- Change Requirements? — Yes / No
- Email Requestor Denial of Request
- End Request