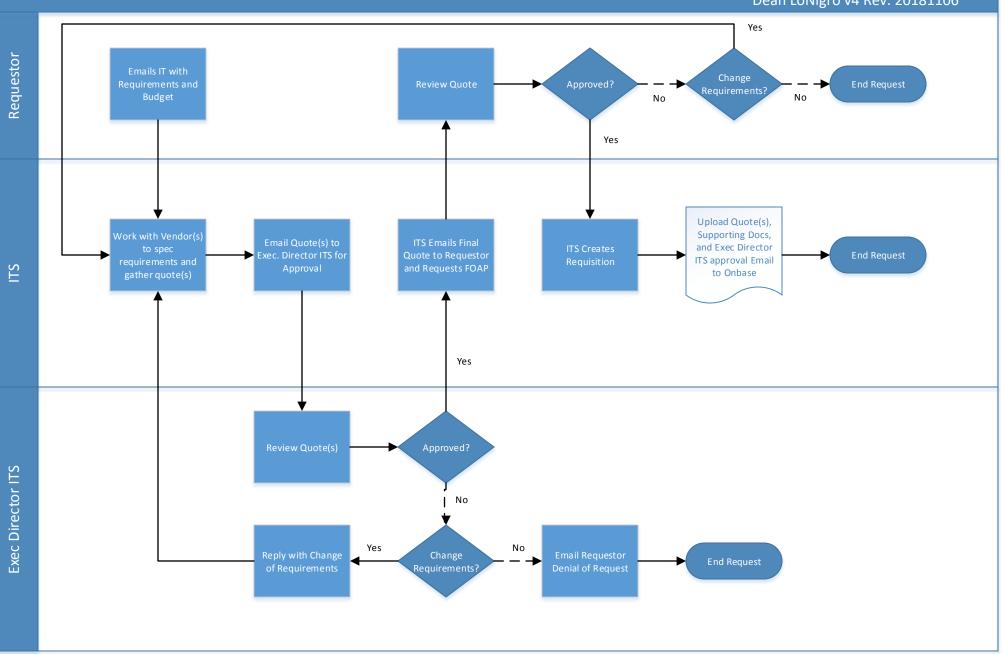# Requisition – IT Approval Process

Dean LoNigro v4 Rev. 20181106

## Requestor

Emails IT with Requirements and Budget

Review Quote → Approved? — No → Change Requirements? — No → End Request

Yes

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

Yes

## Exec Director ITS

Review Quote(s) → Approved?

No

Reply with Change of Requirements ← Yes — Change Requirements? — No → Email Requestor Denial of Request → End Request