

Instructions for purchase requests:

If you want to purchase something:

1. Open and fill out the ITS Purchase Request Form.
2. Save it to your hard drive or network share, including your initials and the date in the new file name (e.g. PurchaseReqForm-js-04182011).
3. Fill out all the fields, indicating your preferred vendor, their contact information and *very specific information* about what you want to order; exact part numbers and/or url's are strongly preferred. Please don't submit generic requests as the person processing your request can't read your mind, may order the wrong thing, and you'll end up wasting time for many people.
4. Special Project or Funds – indicate if the purchase is for a special project or should be purchased out of special funds. If you leave this field blank, the purchase will come from the approver's department general fund operating expense budget.
5. Notes – provide any information you think may be helpful to the approver or the person processing the purchase.
6. Send an email to the appropriate department director (whomever has signature authority for the budget/account to which you wish to charge the purchase), and attach the request form. Ask them to approve the purchase.

Department Director:

7. When you receive a request from one of your staff to purchase something, review the attached request form to make sure (a) it is filled out completely, (b) you are ok with the purchase, and (c) you have sufficient funds for the purchase.
8. If you approve the purchase, please forward the email *with attached ITS Purchase Request Form* to its-requests@humboldt.edu to indicate your approval in the text of the email. Also cc: the original requester so they know you have approved the request and sent it on for processing.

Once the purchase has been processed, both the requestor and the approver will receive an email indicating that the order has been placed, along with any other useful information about the purchase. You will be contacted when the order arrives.