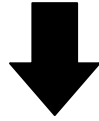
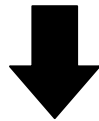


Procedure for Ordering IT Equipment

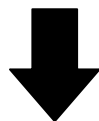
School or Service will contact their IT Support Coordinator with a request to purchase IT equipment.



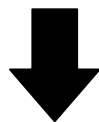
1. The Zone IT Support Coordinator will complete the Electronic Order Requisition with preferred supplier details, equipment details, pricing and delivery address then *SEND* the form to **IT Orders Zone*** for the IT Team Leader to check



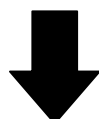
2. IT Team Leader will check all details and if correct will *FORWARD* the form to School/Service **IT Orders** mailbox for the admin staff to code. (Click on *FORWARD* then fill in the To... field then *SEND*)



3. The School/Service administrator will complete the form with Cost Centre/Internal Order Codes then *FORWARD* the form to the Authoriser/Budget Holder. (Click on *FORWARD* then fill in the To... field then *SEND*)



4. Authoriser/Budget Holder will check the order and if he agrees with the purchase should click on *FORWARD* then fill in the To... field, choose IT SAP, then fill in the 'Authorised By' field then *SEND*.



5. IT Services enter order onto SAP and place a copy of the order form in the correct School/Service public folder.