

Quote/Order Process for ITS Supported Equipment for

1. To Request a quote for a computer, software, laptop, surface pro, IPAD, MAC or other ITS supported equipment please do the following:
 - Log into **MyOIT**
 - Select the **Technology Services Tab**
 - Select **Report a Problem/Create FACTS Tickets**
 - In the **Problem Description** box list the items that you would like a quote for and who the device is for. **BE SPECIFIC** - if you have any special requirements i.e. docking station, speakers, monitors, monitor stand, memory size, hard drive size. The more information you provide the better.

Klamath Falls Campus – Kathy Stanek will respond to your quote request.

Wilsonville Campus – Jeff Hower will respond to your quote request.

2. The above process will create an ITS FACTS ticket. ITS will then provide you a quote that will include the FACTS ticket number. If you need changes to be made to the quote please email Kathy.Stanek@oit.edu. Be sure you reference the FACTS ticket number.
3. Once you receive the quote, **IF** the budget authority approves of the quote - enter a purchase order into Banner following the process outlined in the [Accounts Payable Policies and Procedures Manual](#) (pages 1- 3).
 - **EXCEPTIONS TO A PURCHASE ORDER:**
 - If you are purchasing an **Apple product under \$1,000** no Purchase Order is required. The quote you receive will explain that if the budget authority approves the purchase they must send an email to Kathy.Stanek@oit.edu indicating their approval and the Index to be charged for the purchase. Once budget authority approval is received the item will be purchased on a P Card, copies of the purchase documentation and budget authority approval will be provided to the budget authority.
 - If you are purchasing **software under \$2,500** no Purchase Order is required. The quote you receive will explain that if the budget authority approves the purchase they must send an email to Kathy.Stanek@oit.edu indicating their approval and the Index to be charged for the purchase. Once budget authority approval is received the item will be purchased on a P Card, copies of the purchase documentation and budget authority approval will be provided to the budget authority.
4. OIT is no longer purchasing accidental/extended warranties; per Brian Fox we are moving to a self-insurance program.
5. **The ITS FACTS Ticket number, the Vendor Quote number and the email to send the PO to the Vendor MUST be included in the PO document text. This documents and confirms that the items being purchased have been approved by ITS and are supportable on the network. If you do not include this information in the document text your purchase order will be disapproved by the Business Affairs Office.**
6. Email the quote and reference the purchase order number to purchasing@oit.edu.
7. Once the Purchase Order has been approved by Purchasing they will send it to the vendor, copy the person who entered the purchase order and copy ITSP0@oit.edu.

8. Once the items have arrived ITS will check them in, update the FACTS ticket and ask the Service Desk to proceed with the computer/tablet setup or installation of software. The Service Desk will work with the contact person to get the items setup or installed.
9. The individual who entered the purchase order is responsible for paying the invoice for the items purchased.

FOR MORE INFORMATION OR IF YOU HAVE QUESTIONS please contact: Kathy Stanek