

Knowledge Base, How-To Articles and Instructions

Purchase Computer Equipment

1. Submit a Quote Request form
2. <https://www.uncsa.edu/mysa/information-technology/information-technology-purchasing.aspx>
3. Go to the vendor to build the items to be quoted.
4. Send the quote request to the vendor.
5. When you receive a quote save the quote attachment to the quote request for approval and sign request form.
6. Return the form to the requester to send to Purchasing for Purchase order.
7. When the Purchase Order is received send the Purchase request to the vendor for the purchase of computer equipment.
8. When purchases have been received by Technology Support email Banner receiving to receive all items contact the client to notify them all items have been received and received in Banner receiving.

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