What do I do once I get an IT purchase quote.

What happens after a purchase quote is given to you through the helpdesk.

1. **After submitting a quote through the helpdesk, the IT staff will reach out to the appropriate vendor.**
2. **The IT staff will submit the quote in the helpdesk as a file that you can download.**
3. **Create the appropriate PO Coversheet to be turned in with the quote to your campus purchasing liaison.**
4. **Your purchasing liaison will submit the requisition for processing and approval.**

- IT only submits purchase requests for certain situations that usually involve multi-campus orders.
- If you need to order something that is only used by you or your department, unless noted otherwise, you will have to do the purchase request. This includes items such as cables and lamp bulbs.

> **NOTE:** If you submitted a helpdesk ticket for malfunctioning equipment that IT deems necessary to replace, no other ticket is needed. IT will submit the quote in the original ticket.

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