

WAKE TECH

INFORMATION TECHNOLOGY SERVICES

Steps to Purchase IT-Related Items:

Purchasing Process:

1. [Form 58](#)
2. [Quotes/Bids](#)
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General Information

Computer and other technology purchases are requested through ITS on a [Form 58](#).

Purchases for computers, software, telephones, pagers, telecommunication services, etc. should be done on a Form 58 and sent to ITS. When filling out the Forms 58, be sure to enter the budget code you intend to use for the purchase. If you want a specific configuration on a computer, please be specific and attach information to the Form 58. Please go to the [IT Standards](#) page to select hardware and printers supported by ITS.

Click [here](#) to view purchasing diagram.

Defining IT-Related

IT-Related means computer equipment, telephones, pager, Nextel, or software. It DOES NOT include computer supplies. Click [here](#) to go to the Computer Supplies Request Form.

NOTE: This does not pertain to purchases made with P-cards.

Form 58

Complete a **Form 58** and send to ITS for ordering and installation.

Make sure you provide the following on the Form 58

- Your Departmental Tracking Number (if applicable)
- Requested by, Telephone Number, Required for and Date
- Vendor information can be provided if it is a sole source item or if you have selected a vendor from 3 quotes have been obtained.
- Building, Room and Account Code
- Item(s) Qty and Description - If you have research/documentation about item(s) you are requesting, please attach to your Form 58.
- Use the remarks section to provide details or instructions. Such as installation location of item(s). Also you may specify E-Pro watchers in this section so that they will be sent information about the order.

Quotes/Bids

- \$0-\$2,499
Requester is encouraged to get 3 quotes where practical. If the Form 58 is sent to ITS with out quotes ITS with obtain quotes if needed.
- \$2,500-\$4,999
Requester is encouraged to get 3 quotes where practical. If the Form 58 is sent to ITS with out quotes ITS with obtain quotes.
- \$5,000-\$9,999
ITS will provide item(s) specifications and the Business Office must issue a formal bid through State Purchasing and Contracting (P and C). Business Office awards bid and item(s) will be received.
- \$10,000+
ITS will provide item(s) specifications and the Business Office issues bid through Office of Information Technology Services or State Purchasing and Contracting (P and C). Business Office awards bid and item(s) will be received.

Order Processed

Once a vendor has been selected through the quoting process. If the vendor is in E-Pro ITS enters order into the E-Pro system. If the vendor is not in the E-Pro system ITS sends Form 58 to the Business Office to be processed. For items over \$5,000 that go through the bidding process the Business Office awards bid.

Item Received

Item(s) are received. ITS will install/configure item(s).

Steps to Purchase IT Related Items

revised as of November 15, 2005

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