

Steps for Requesting Hardware/Software

***Regardless of funding source**

1. Validate Funds
2. If needing to purchase software and/or network equipment, email Linda Hendrick for best pricing and quotes. If needing to purchase hardware or peripherals, email Jeff Gibson for any specifications, pricing and quotes. This step must be done before going further.
3. From the ACs website, go to Staff, then Forms and Policies, then Hardware/software request form. https://acs.actx.edu/forms/hardwaresoftware_request.htm . Fill out and print.
4. Secure signature of appropriate supervisor.
5. Fax or intercampus mail to ITS-CIO...Fax 806-371-5471.
6. ITS representative will present to the Technology Replacement Task Force (TRTF) for consideration.
7. Notification will be emailed to requestor as to the status of the request.
8. Requisitions for approved requests will be created by ITS.
9. Budget information and approvals will be entered into the requisition by ITS or requestor.
10. All purchases will be delivered to the appropriate ITS department.
11. ITS will schedule software installation and initiate the work order for installations.

*Please fill out form correctly and with all the information required for a more efficient approval and order.

For more information contact the ITS office at: 806-371-5409