

# Technology Procurement System Quick Guide

- 1) Go to <http://www.brockport.edu/its/techreq/>
- 2) Click “Submit Approval Request Form” and log in using your NetID and password.
- 3) From here you can enter the number of desktop or laptop computers to be purchased. If you have questions about the configurations, an up-to-date list can be found by clicking “minimum requirements for standard desktops and laptops.”

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File Edit View History Bookmarks Tools Help

http://www.brockport.edu/cgi-bin/its/mpp/new

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Expect the extraordinary!

Select Go

### Technology Procurement System

#### Approval Request Form

Process Instructions (when available)

standard **desktop** PCs

standard **laptop** PCs

[minimum requirements for standard desktops and laptops \(opens new window\)](#)

Specific vendor, price and configuration depends on market conditions.

Mac or other special technology requests:

Requisition Number:

Submit Request

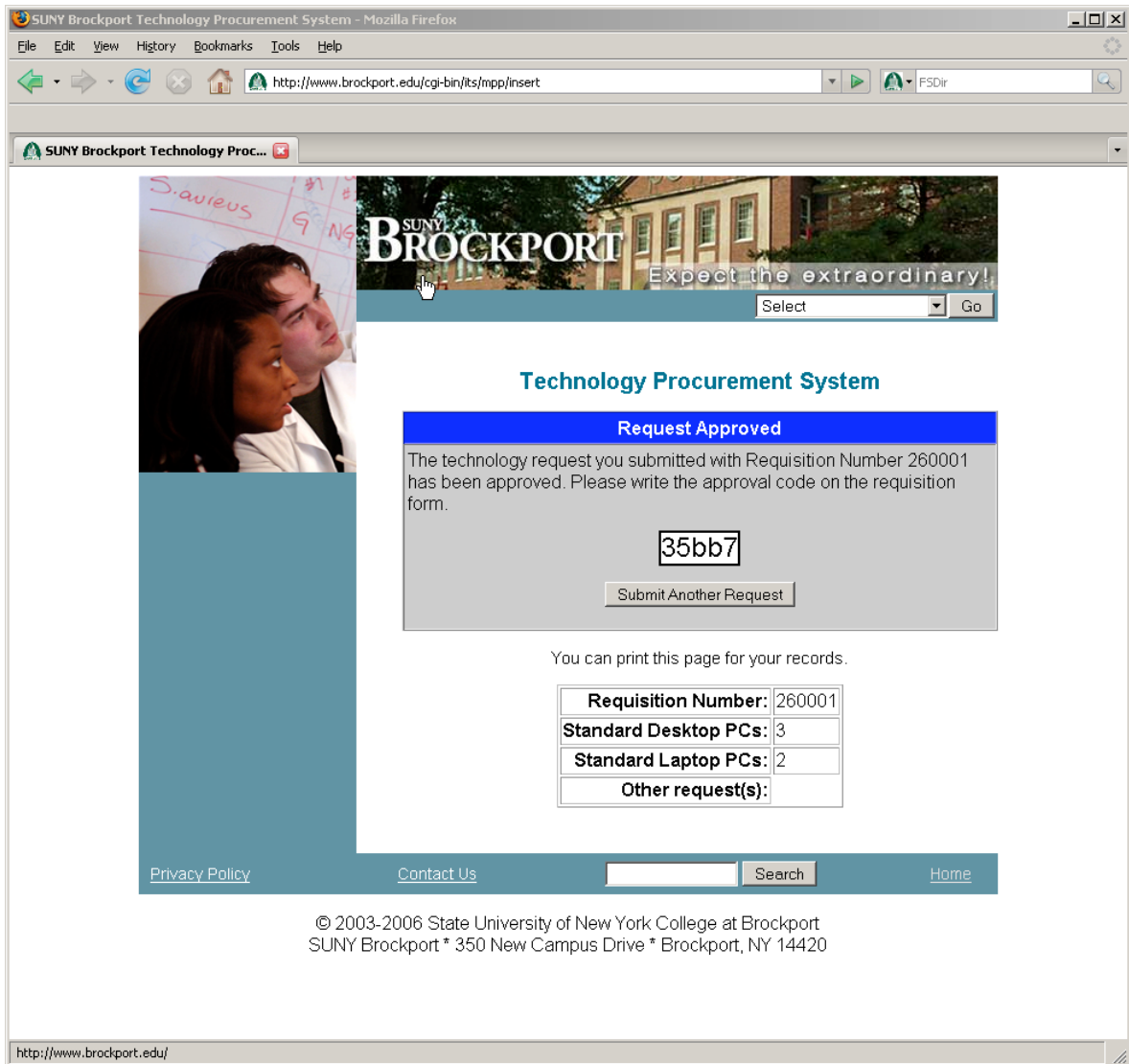
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Done

Approval Request Form

- 4) If you need to order equipment other than what is listed, such as a high-end computer for video processing or a Macintosh, enter the specifications in the “Mac or other special technology requests” area provided. Be sure to list all specifications to help shorten approval time.
- 5) Enter your requisition number in the area provided. This allows Procurement and Payment Services to track your request. Note: Each requisition number can only be entered once. If there are multiple computers on one requisition form, enter them all before clicking Submit Request.
- 6) Click Submit Request after verifying all information.
- 7) If you left the “Mac or other special technology requests” area blank, you will be presented with an approval code to be entered on the bottom of the requisition form. Fill out the requisition form as shown below.



Approved request with approval code




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Select Go

### Technology Procurement System

**Request Submitted**

The technology request you submitted for Requisition Number 260002 will be reviewed by ITS staff. You may be contacted for more information. When approved, you will be sent an e-mail with an approval code for the requisition form.

You can print this page for your records.

<b>Requisition Number:</b>	260002
<b>Standard Desktop PCs:</b>	0
<b>Standard Laptop PCs:</b>	0
<b>Other request(s):</b>	I need a laptop that has a high end video card, along with 2gb of memory and at least a 200gb hard drive if possible. I do a lot of video editing and the software my department will not run without those requirements.

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Done

Request pending approval

