

ITPRF SUBMISSION INSTRUCTIONS

The IT Purchase Request Form must be completed after approval from your department's Budget Manager and before initiating any purchase. Once submitted, the form is reviewed by ITS to ensure alignment with institutional security protocols and purchasing standards.

Logging In

1. Go to [this flow](#) to access the IT Purchase Request Form.
2. Log in with your FSU credentials.

Overview Page

1. For information on what data will be needed to complete the form or to submit a support request, visit [this page](#).
2. If you are submitting a new request, (*new request*) will appear in the upper right corner of the page.
3. If you are resubmitting a pushed back request, (**reference id number resubmission**) will appear in the upper right corner of the page.
4. Select the **Next** button.

Contact Information Screen

NOTE: The timeline at the top of the screen will update as you complete the request form.

1. Confirm your information is accurate in the *Requestor Information* section.
 - a. If your FSU email is associated with multiple Department IDs, select the down arrow to select the correct department from the dropdown list.

The screenshot shows the 'IT Purchase Request' form with a progress bar at the top indicating five steps: Contact Information, ITS Funding Information, Purchase Details, Attachments, and Review and Submission. The 'Contact Information' step is currently active. Below the progress bar is a section titled 'Requestor Information'. It contains three fields: 'Email' with the value 'se24n@fsu.edu', 'Name' with the value 'Samantha Early', and 'Department' with a dropdown menu showing '108000 / Information Technology Service'. A yellow callout '1' points to the 'Requestor Information' section header. A yellow callout 'a' points to the dropdown arrow on the 'Department' field.

2. If you are submitting this request on behalf of another FSU employee:

NOTE: Only fill out this section if you are submitting on behalf of someone else.

- a. Type their official FSU email address in the **Email** field.
 - b. Select the **magnifying glass** icon. Their name and department will appear if their official FSU email address is entered correctly.
 - c. If the employee's FSU email is associated with multiple Department IDs, select the down arrow to select the correct department from the dropdown list.
 - d. To clear the email field, select the **X** icon.
3. Select the **Overview** button to go back to the Overview page.
4. Select the **Next** button to continue with the form.

The screenshot shows the 'Submitting on the Behalf of the Following FSU Employee' section. It contains three fields: 'Email', 'Name', and 'Department'. The 'Email' field has a placeholder text 'Only Needed If Different From Requestor'. To the right of the 'Email' field are two icons: a magnifying glass and an 'X'. Below the fields are two buttons: 'Overview' and 'Next'. Yellow callouts 'a', 'b', 'c', and 'd' point to the 'Email' field, the magnifying glass icon, the 'X' icon, and the 'Overview' button, respectively. A yellow callout '3' points to the 'Overview' button, and a yellow callout '4' points to the 'Next' button.

ITS Funding Information Screen

NOTE: This page will populate if the submitting employee (or the employee on whose behalf the form is submitted) falls under DeptID 108000 or 011000. Select the **X** button to clear any dropdown selection.

1. Type in the total dollar amount of the request in the *Requested Amount* field.
2. Select the dropdown arrow to select a *Budget Dept* or type it in manually. This determines which Fund Codes are available.
3. Select the dropdown arrow to select a *Budget Fund Code* or type it in manually.
4. If multiple options are available, select the dropdown arrow to confirm the *Grant Project Number* selected. A Grant Project Number is not required for every request. Certain combinations of Budget Department and Budget Fund Code will cause a Grant Project Number to appear.
5. Select the dropdown arrow to make a Chartfield1 selection or type it in manually.
6. Select the dropdown arrow to make a Chartfield2 selection or type it in manually.
7. Select the dropdown arrow to make a Chartfield3 selection or type it in manually. Not every request requires a Chartfield3 selection.
8. Select Yes or No in the *Are you purchasing software and/or hardware?* dropdown.
9. Answer all *Requested Amount Requirements* questions. These are dependent on the total dollar amount of the request.
10. Select the **Previous** button to go back to the *Contact Information* screen.
11. Select the **Next** button to continue with the form.

The screenshot shows the 'ITS Funding Information' screen within an 'IT Purchase Request' form. The form has a progress bar at the top with five steps: Contact Information, ITS Funding Information (current), Purchase Details, Attachments, and Review and Submission. The 'ITS Funding Information' section is titled 'Funding' and contains several fields and dropdown menus. Callouts 1 through 11 point to specific elements: 1 points to the 'Requested Amount' field; 2 points to the 'Budget Dept' dropdown; 3 points to the 'Budget Fund Code' dropdown; 4 points to the 'Grant Project Number' field; 5 points to the 'Chartfield1' dropdown; 6 points to the 'Chartfield2' dropdown; 7 points to the 'Chartfield3' dropdown; 8 points to the 'Are you purchasing software and/or hardware?' dropdown; 9 points to the 'Requested Amount Requirements' section; 10 points to the 'Previous' button; and 11 points to the 'Next' button. The 'Requested Amount Requirements' section includes a question: 'Is there an order form that will need to be signed?' with a 'Required' dropdown.

IT Purchase Request (new request)

Contact Information ITS Funding Information Purchase Details Attachments Review and Submission

Funding

Requested Amount \$ 0.00

Budget Dept Required

Budget Fund Code Required

Grant Project Number Project not applicable

Chartfields

1 Required

2 Required

3 Optional

Are you purchasing software and/or hardware? Required

Requested Amount Requirements: \$0 to \$24,999.99

Is there an order form that will need to be signed? Required

Previous Next

Purchase Details Screen

Employee with DeptID 108000 / 011000 Not Purchasing Software or Hardware

1. In as much detail as possible, enter the product name, description and a brief explanation of why the product you are requesting to purchase is needed.
2. Select the **Previous** button to go back to the *ITS Funding Information* page.
3. Select the **Next** button to continue with the form.

The screenshot shows the 'IT Purchase Request' form with a progress bar at the top indicating five steps: Contact Information, ITS Funding Information, Purchase Details (current), Attachments, and Review and Submission. The 'Product' section contains a text input field with the placeholder text 'Enter a product name, description, and a brief explanation of why the product is needed.' Below this are 'Previous' and 'Next' buttons. Yellow callout boxes with numbers 1, 2, and 3 point to the input field, the 'Previous' button, and the 'Next' button respectively.

Employee with DeptID 108000 / 011000 Purchasing Software or Hardware or Employee outside DeptID 108000 / 011000

1. In as much detail as possible, enter the product name, description and a brief explanation of why the product you are requesting to purchase is needed.
2. Select all applicable categories. Certain categories require answering additional questions. All questions must be answered.
3. Select the **Previous** button to go back to the *ITS Funding Information* page.
4. Select the **Next** button to continue with the form.

This screenshot shows the same 'IT Purchase Request' form but with an additional 'Category' section below the 'Product' section. The 'Category' section has a list of checkboxes: Software, Hardware, Hardware Maintenance and Support, Services, and Telecom. The 'Previous' and 'Next' buttons are at the bottom. Yellow callout boxes with numbers 1 through 4 point to the product description field, the category checkboxes, the 'Previous' button, and the 'Next' button respectively.

Attachments Screen

1. To include text, image or .pdf files, either drag and drop directly into the *Drag file(s) here* box or select the **CHOOSE FILE(S)** button to upload from your computer. You can view or remove uploaded documents before continuing to the Review page.
2. Select the **Previous** button to go back to the *Purchase Details* screen.
3. Select the **Next** button to continue with the form.

IT Purchase Request (new request)

Contact Information ITS Funding Information Purchase Details **Attachments** Review and Submission

Please include any applicable documents such as quotes, additional terms and conditions, previous purchase orders, or historical information. Most all types of files can be uploaded. Only text, image, and pdf files uploaded to the form are viewable within the form.

New Documents to be Added

Drag file(s) here
or
CHOOSE FILE(S)

Documents Already Added

FileName

Remove Selected Document View Selected Document

Previous Next

Review and Submission Screen

1. Add any comments for the request approver. Comments are not required.
2. Select the **Previous** button to go back to the *Attachments* screen.
3. Select the **Submit Request** button to submit the form. You may not edit the form after submission. The form can only be revisited if an approver pushes it back.

IT Purchase Request (new request)

Contact Information ITS Funding Information Purchase Details Attachments **Review and Submission**

Comments

Provide any additional information related to this request.

This is the **last chance** to make changes.
Click "Previous" to review responses.
Click "Submit Request" to save and submit the form.

Previous Submit Request

4. After submission, a confirmation window will appear, containing a reference id number specific to your request. You will also receive a confirmation email.

IT - Purchase Requests

Thank You
Your purchase request has been submitted and is awaiting approval.
The reference id is ITPR-0000007.
Close browser tab to exit

IT Purchase Request #ITPR-0000007 Submission Confirmation



Thank you for completing the IT Purchase Request form.

Your request has been submitted and is awaiting approval.

Reference ID: ITPR-0000007

As the request moves through the review process, you will be notified via email of any pushbacks, approvals or denials.

If your request needs to be canceled, please contact:

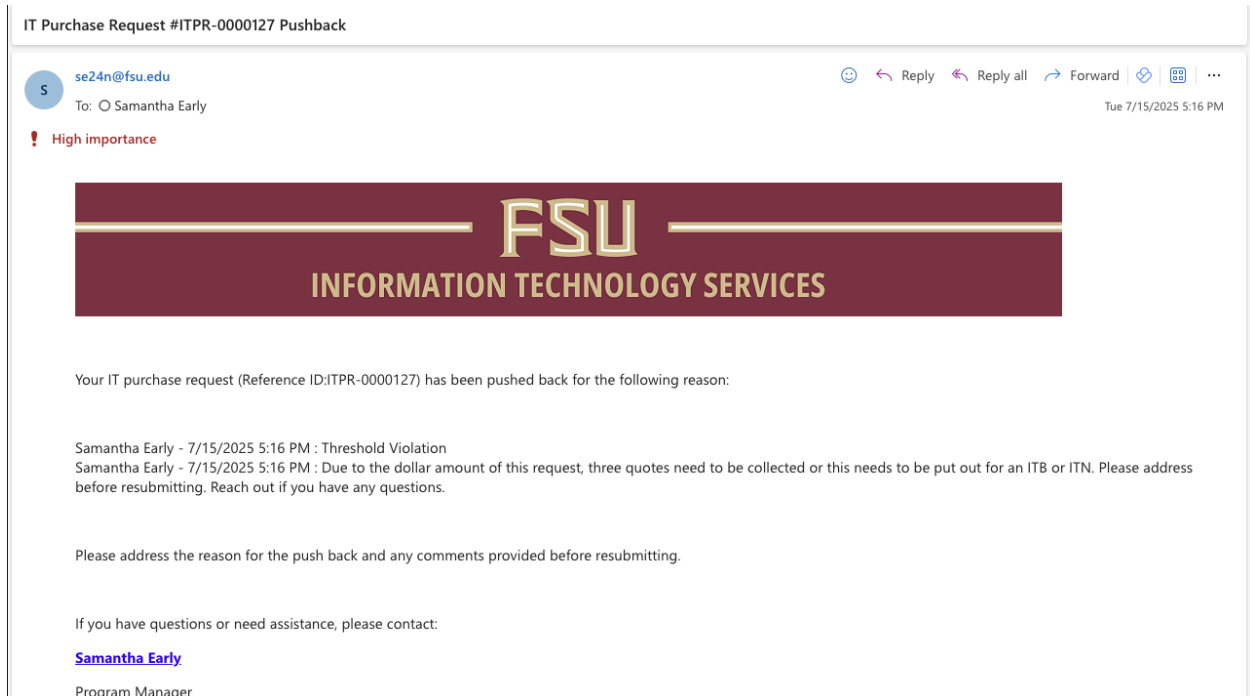
se24n@fsu.edu

Samantha Early

Program Manager

Resubmitting a Pushed-Back Request

If an approver pushes back on your request, you will receive an email detailing the reason.



Requests can be pushed back for the following reasons

- Budget Purposes
- Alternate Solution Currently Available
- Contract Already in Place
- ITS Service Available
- Security Risk
- Threshold Violation
- Reassignment of License Available
- Needs ITB or ITN
- Other
 - Additional comments will be provided if this is selected.

Logging In

1. To access the IT Purchase Request Form that was pushed back, click [here](#).
2. Log in with your FSU credentials. A *Returned Workflow* window will appear.

Returned Workflow

1. Select the workflow that you would like to revisit. All approver comments will appear in the comment box at the bottom of the window.
2. Select the **Select ITPR-ReferenceNumber button**. You will be redirected to the Contact Information page of the form. This page cannot be changed.

Returned Workflows

Select Returned Workflow or Choose NEW below

ProcessID	ProcessName	RequestDateTime
ITPR-0000127	IT Purchase Request	7/15/2025 5:09 PM

Due to the dollar amount of this request, three quotes need to be collected or this needs to be put out for an ITB or ITN. Please address before resubmitting. Reach out if you have any questions.

Enter NEW Request

Select ITPR-0000127

3. Select the Next button to review and edit any information on the ITS Funding Information page (if applicable based on DeptID) and/or the Purchase Details and Attachments pages.

IT Purchase Request

(ITPR-0000123 resubmission)

Contact Information

ITS Funding Information

Purchase Details

Attachments

Review and Submission

Contact Information

Requestor000118330 / 108000 / Information Technology Service

Submitted for FSU Employee n/a

Overview

Next

4. Once you have addressed the comment(s) and reason(s) provided for the pushback, select the **Submit Request** button on the *Review and Submission* page.

IT Purchase Request (ITPR-0000123 resubmission)

Contact Information ITS Funding Information Purchase Details Attachments Review and Submission

Comments

Provide any additional information related to this request.

This is the **last chance** to make changes.
Click "**Previous**" to review responses.
Click "**Submit Request**" to save and submit the form.

[Previous](#) **4** [Submit Request](#)

5. After resubmission, a confirmation window will appear, containing the original reference id number specific to your request.

IT - Purchase Requests

Thank You

Your purchase request has been resubmitted and is awaiting approval.

The reference id is ITPR-0000127.

Close browser tab to exit

6. You will also receive an email confirming that your request was resubmitted.

IT Purchase Request #ITPR-0000126 Resubmission Confirmation

se24n@fsu.edu
To: Samantha Early

Tue 7/15/2025 4:48 PM

FSU
INFORMATION TECHNOLOGY SERVICES

Thank you for completing the IT Purchase Request form.

Your request has been submitted and is awaiting approval.

Reference ID: ITPR-0000126

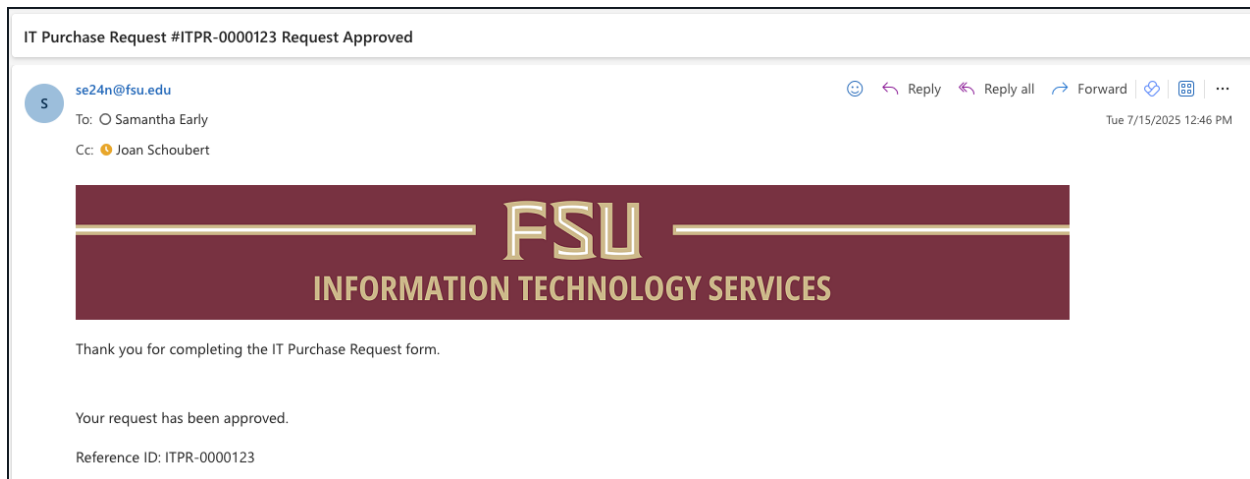
As the request moves through the review process, you will be notified via email of any pushbacks, approvals or denials.

If your request needs to be canceled, please contact:

[Samantha Early](#)
Program Manager

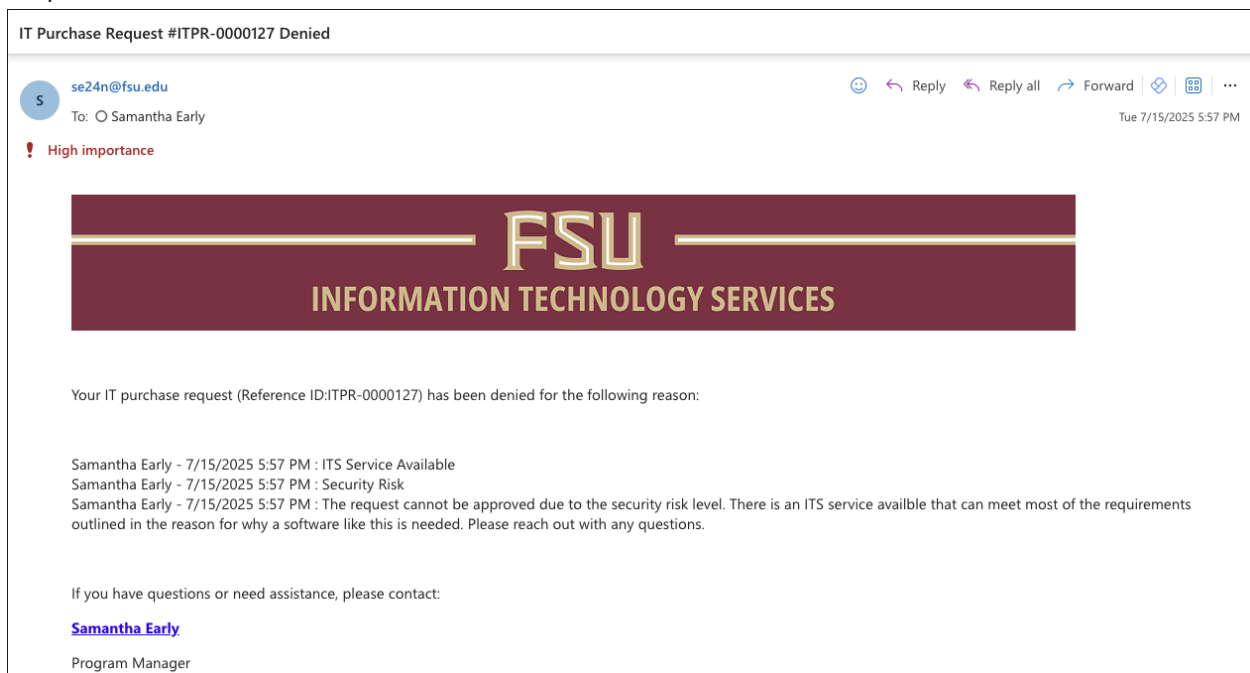
If your request is approved

If your request has been approved by the IT Manager, ITS Manager and ELT Member, you will receive an approval email with the Budget Manager copied. A PDF copy of the completed form will be attached to the approval email.



If your request is denied

If your request has been denied, you will receive an email detailing the reasons. Denied requests cannot be revisited.



Requests can be denied for the following reasons

- Budget Purposes
- Alternate Solution Currently Available
- Contract Already in Place
- ITS Service Available
- Security Risk
- Threshold Violation
- Reassignment of License Available
- Needs ITB or ITN
- Other
 - Additional comments will be provided if this is selected.