FSU | INFORMATION TECHNOLOGY SERVICES

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.

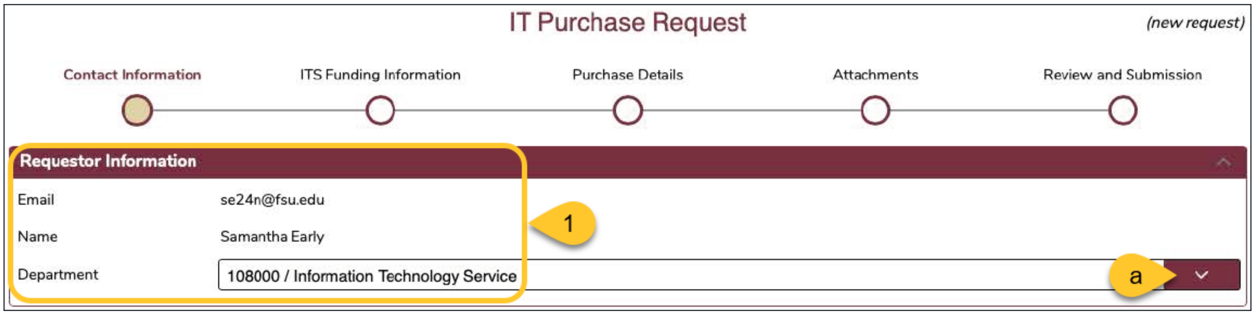
Overview Page

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

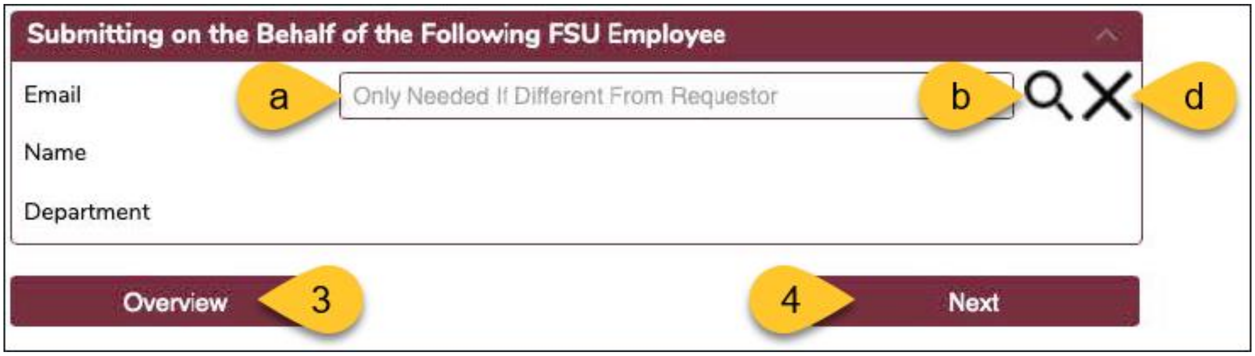
NOTE: The timeline at the top of the screen will update as you complete the request form.

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.



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

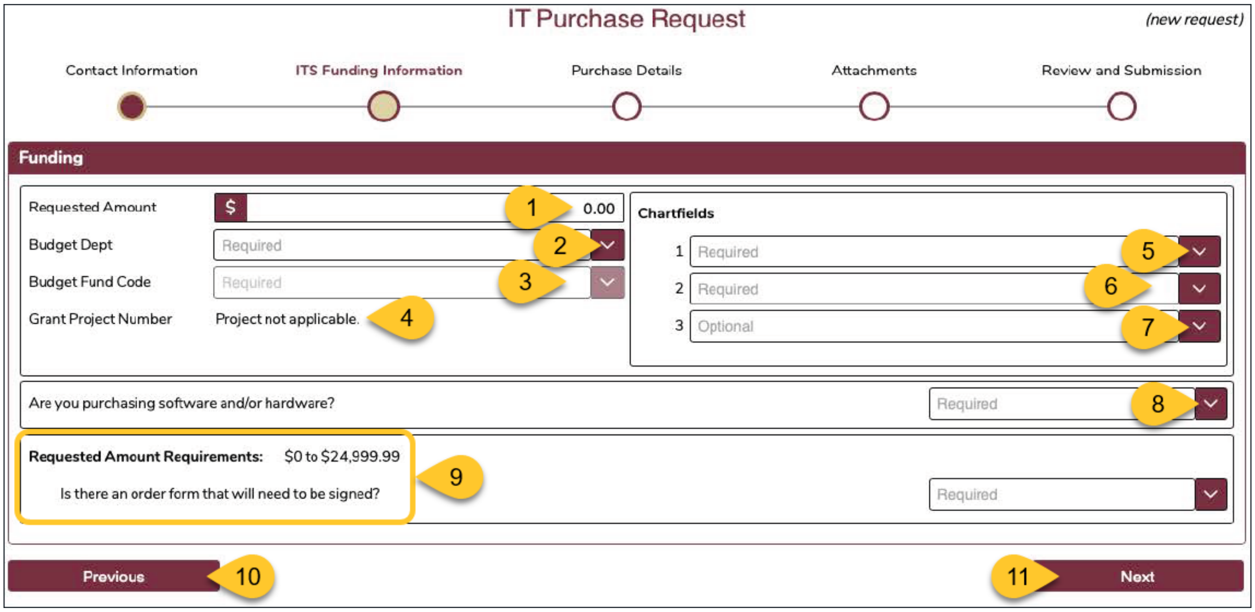
NOTE: Only fill out this section if you are submitting on behalf of someone else.
    a. Type their official FSU email address in the **Email** field.
    b. Select the **magnifying glass** icon. Their name and department will appear if their official FSU email address is entered correctly.
    c. If 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.



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.



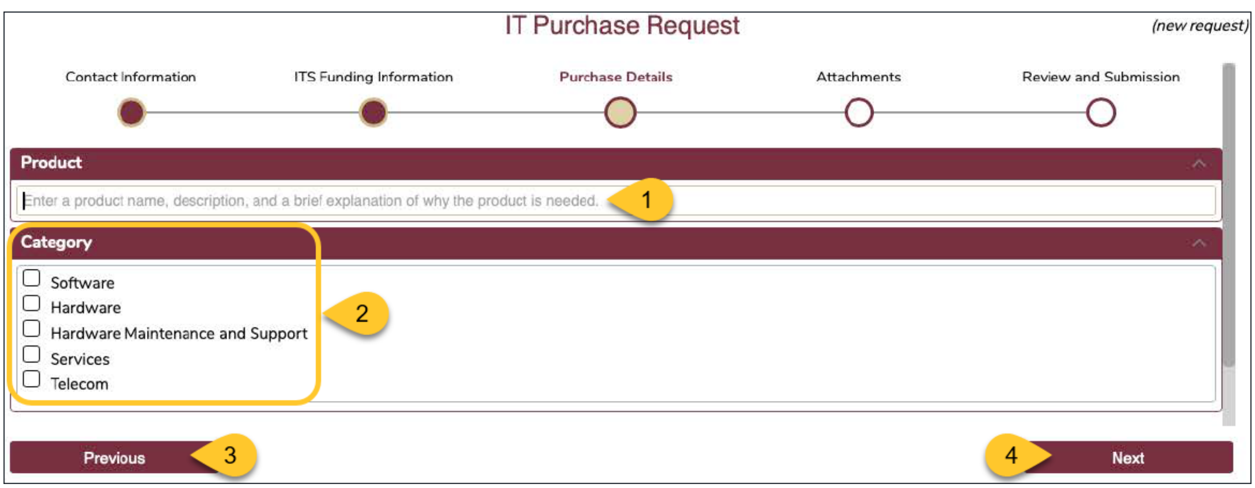
Purchase Details Screen

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.

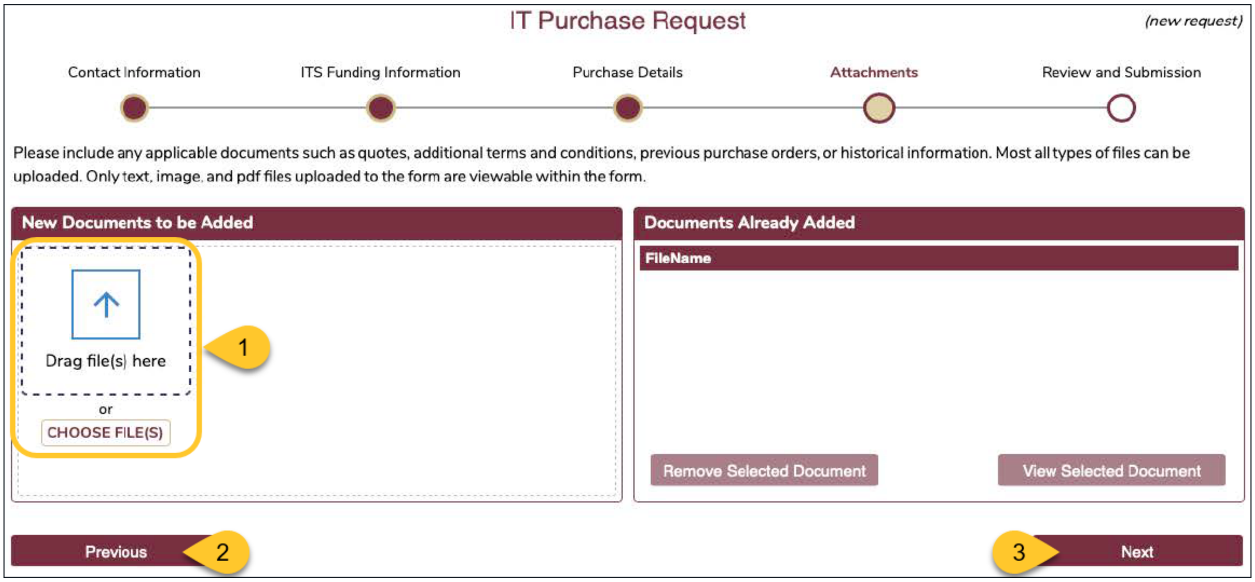
Employee with DeptID 108000 / 011000 Purchasing Software or Hardware or Employee outside DeptID 108000 / 011000

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.



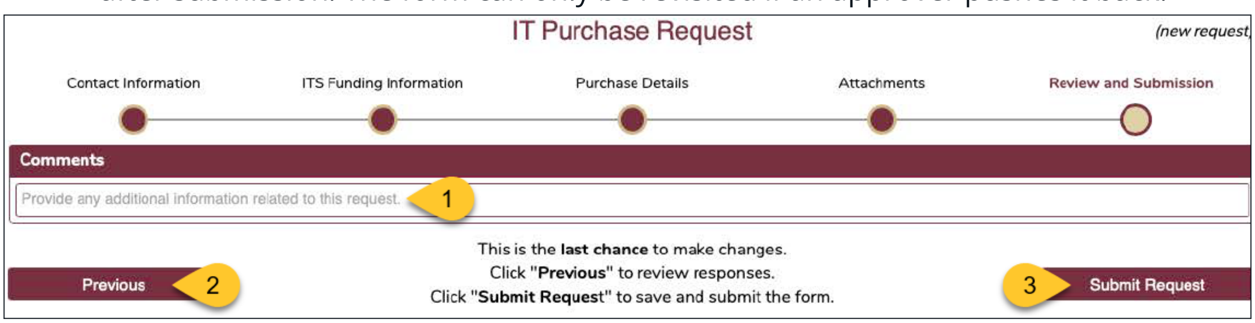
Attachments Screen

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.



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.



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

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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:

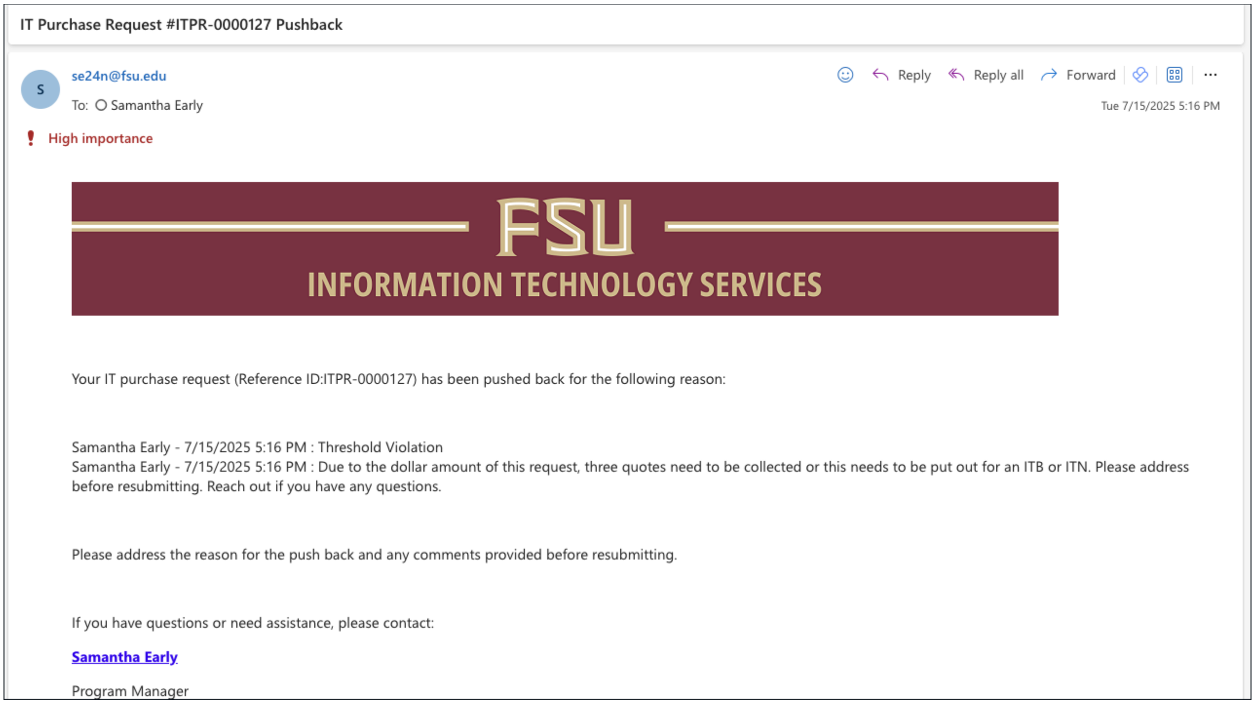
se24n@fsu.edu

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.



IT Purchase Request #ITPR-0000127 Pushback

se24n@fsu.edu

To: Samantha Early

Reply | Reply all | Forward

Tue 7/15/2025 5:16 PM

High importance

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Your IT purchase request (Reference ID:ITPR-0000127) has been pushed back for the following reason:

Samantha Early - 7/15/2025 5:16 PM : Threshold Violation
Samantha Early - 7/15/2025 5:16 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.

Please address the reason for the push back and any comments provided before resubmitting.

If you have questions or need assistance, please contact:

Samantha Early

Program Manager

Requests can be pushed back for the following reasons

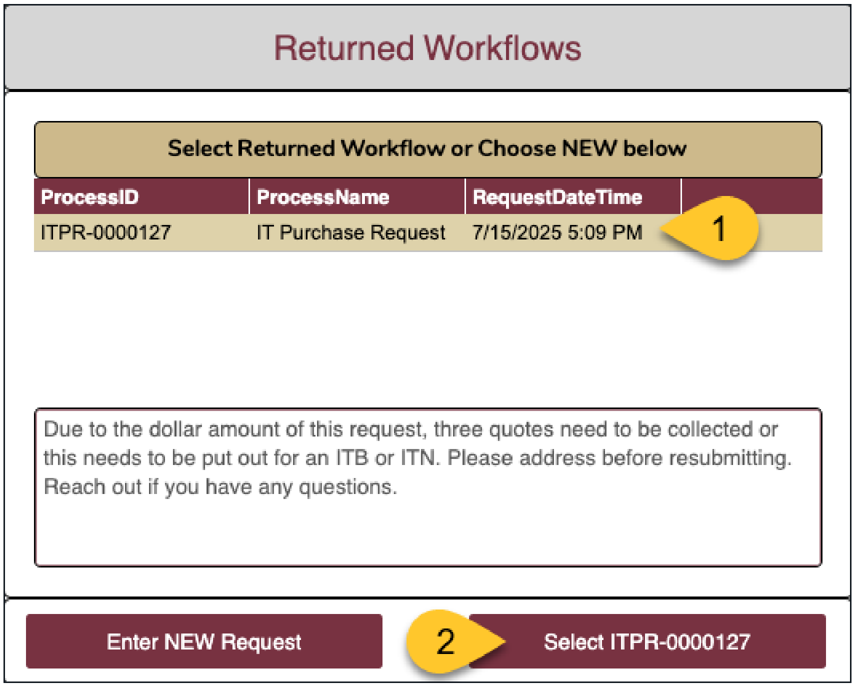
- Budget Purposes
- Alternate Solution Currently Available
- Contract Already in Place
- ITS Service Available
- Security Risk
- Threshold Violation
- Reassignment of License Available
- Needs ITB or ITN
- Other
    - Additional comments will be provided if this is selected.

Logging In

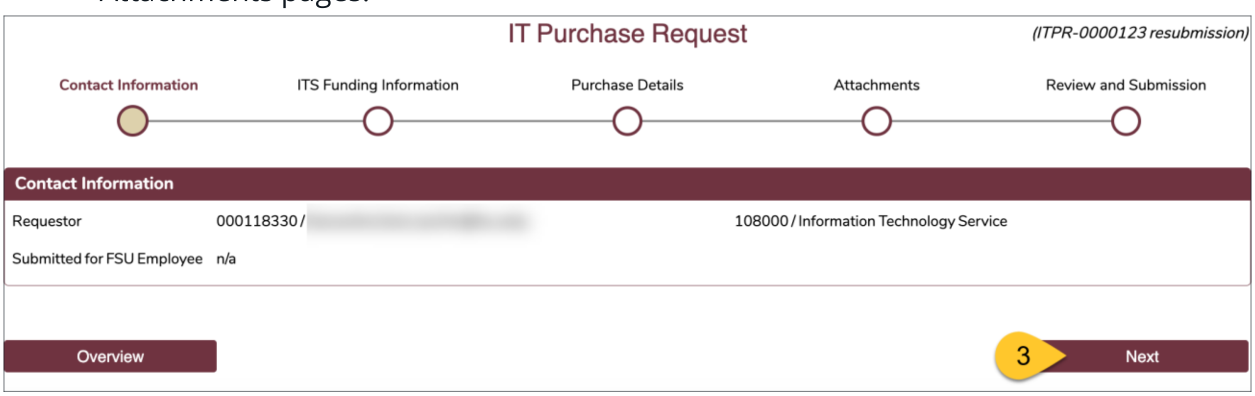
1. To access the IT Purchase Request Form that was pushed back, click here.
2. Log in with your FSU credentials. A *Returned Workflow* window will appear.

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.



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.



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.

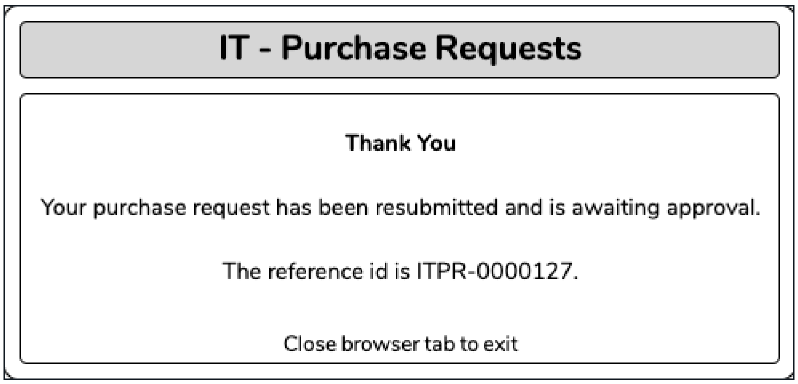
This is the **last chance** to make changes.
Click "**Previous**" to review responses.
Click "**Submit Request**" to save and submit the form.

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

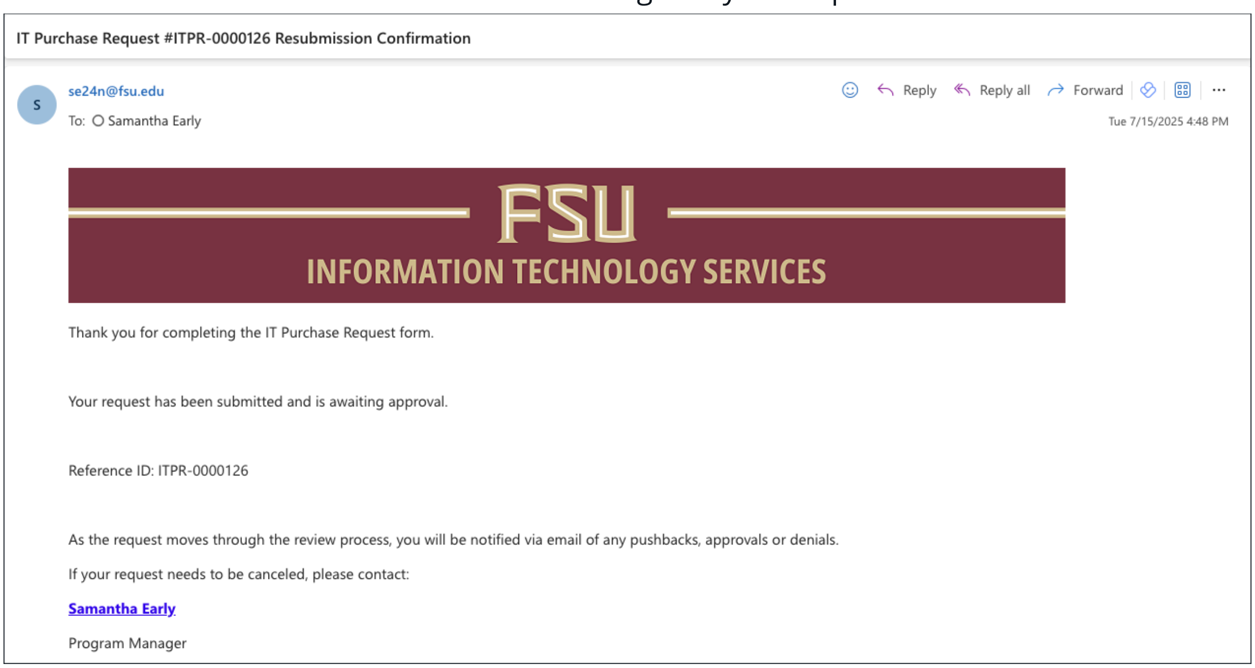
Thank You

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

S se24n@fsu.edu

To: Samantha Early

Reply | Reply all | Forward

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.

IT Purchase Request #ITPR-0000123 Request Approved

se24n@fsu.edu
To: Samantha Early
Cc: Joan Schoubert
Reply | Reply all | Forward
Tue 7/15/2025 12:46 PM

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Thank you for completing the IT Purchase Request form.

Your request has been approved.

Reference ID: ITPR-0000123

If your request is denied

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

IT Purchase Request #ITPR-0000127 Denied

se24n@fsu.edu
To: Samantha Early
Reply | Reply all | Forward
Tue 7/15/2025 5:57 PM
! High importance

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Your IT purchase request (Reference ID:ITPR-0000127) has been denied for the following reason:

Samantha Early - 7/15/2025 5:57 PM : ITS Service Available
Samantha Early - 7/15/2025 5:57 PM : Security Risk
Samantha Early - 7/15/2025 5:57 PM : The request cannot be approved due to the security risk level. There is an ITS service availble that can meet most of the requirements outlined in the reason for why a software like this is needed. Please reach out with any questions.

If you have questions or need assistance, please contact:

Samantha Early

Program Manager

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.