

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

Logging In

1. To access the IT Purchase Request Form, click [here](#).
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 across the top of the screen will fill in 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.

IT Purchase Request (new request)

Contact Information ITS Funding Information Purchase Details Attachments Review and Submission

Requestor Information

Email se24n@fsu.edu

Name Samantha Early

Department 108000 / Information Technology Service

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.

Submitting on the Behalf of the Following FSU Employee

Email

Name

Department

Overview **Next**

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 Budget Department and Budget Fund Code combinations 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 request's total dollar amount.
10. Select the **Previous** button to go back to the *Contact Information* screen.
11. 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

Funding

Requested Amount	0.00
Budget Dept	Required
Budget Fund Code	Required
Grant Project Number	Project not applicable.

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.

IT Purchase Request (new request)

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

Product

Enter a product name, description, and a brief explanation of why the product is needed.

Previous
Next

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.

IT Purchase Request (new request)

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

Product

Enter a product name, description, and a brief explanation of why the product is needed. 1

Category

- ☐ Software
- ☐ Hardware
- ☐ Hardware Maintenance and Support 2
- ☐ Services
- ☐ Telecom

Previous 3 **Next** 4

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)

1

Documents Already Added

FileName

Remove Selected Document

View Selected Document

Previous 2 **Next** 3

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 is only able to 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. 1

Previous 2 This is the **last chance** to make changes. Click "Previous" to review responses. Click "Submit Request" to save and submit the form. 3 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.


IT Purchase Request #ITPR-0000127 Pushback

 se24n@fsu.edu
To:  Samantha Early

 High importance

 Reply  Reply all  Forward  

Tue 7/15/2025 5:16 PM



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.

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

Requestor 000118330 / 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

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: O 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.

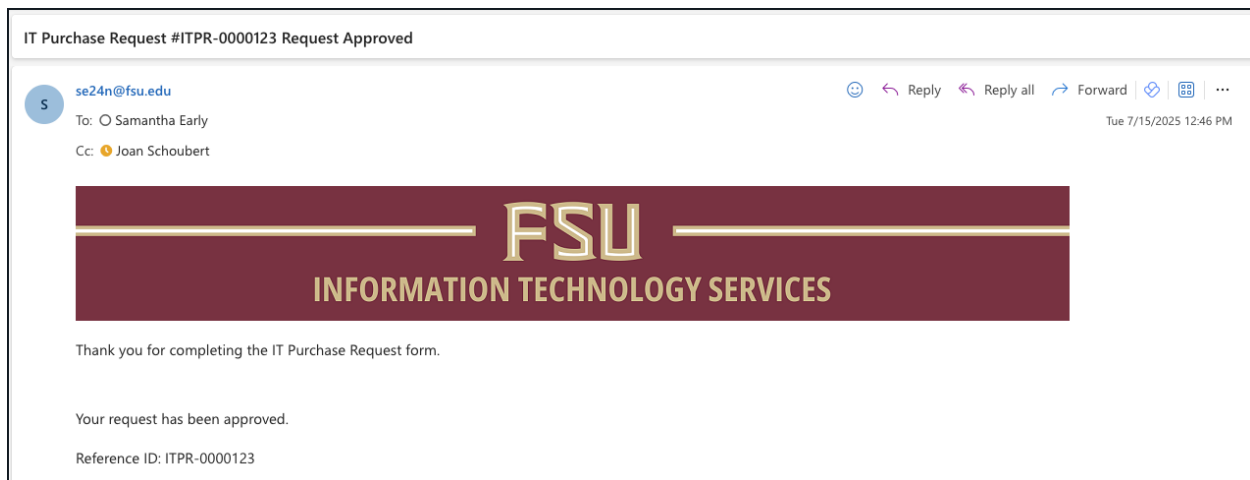
If your request needs to be canceled, please contact:

[Samantha Early](#)

Program Manager

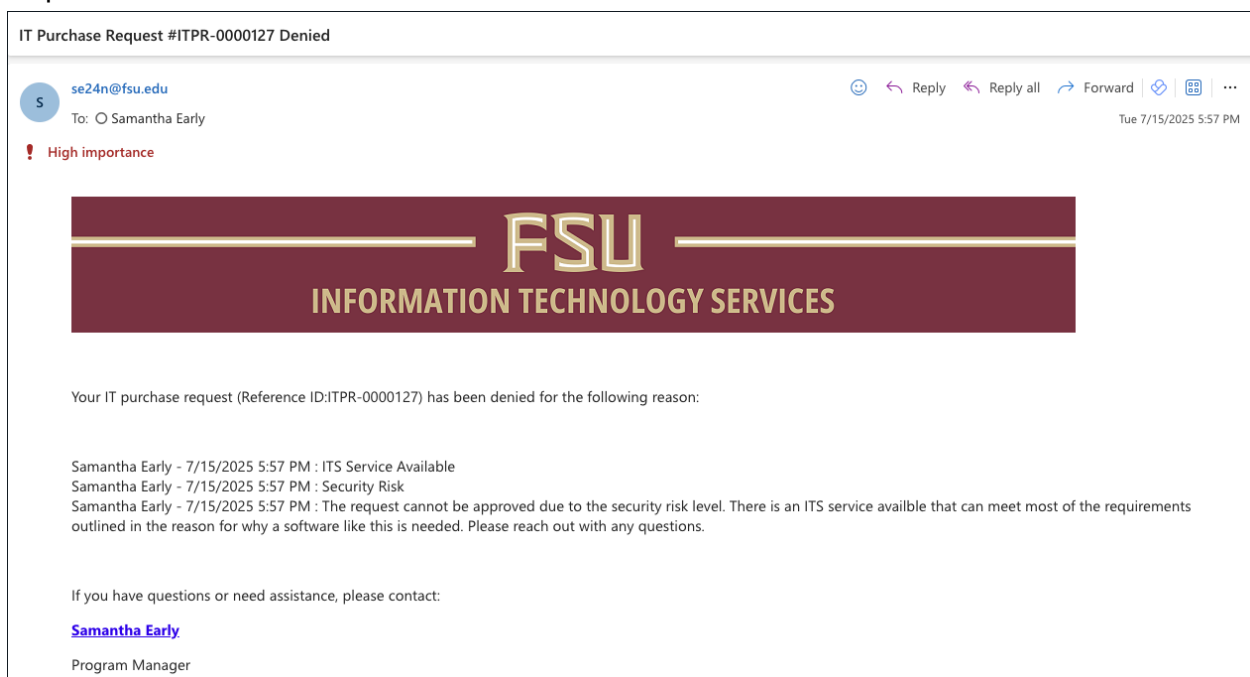
If your request is approved

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.



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.