IT Related Purchase Approval Process

IT Project Submission

Purchase reviewed by IT for approval

- APPROVED
- NOT APPROVED

Notify Requestor and Purchasing of approval

IT notifies requestor that project was not approved Purchasing is copied on notification

Requestor starts process with Purchasing

Purchasing Submission

Is the purchase IT Related?

- YES
- NO

Send to IT for review

IT Notifies Purchasing of Decision

- NOT APPROVED
- APPROVED

Purchasing notifies Requestor that project was not approved. IT is copied on notification

Purchasing Notifies Requestor that an IT Project Submission is required if it meets IT Project Criteria

Approval continues with purchasing approval process