### IT Procurement Process

<table>
<thead>
<tr>
<th>Requester</th>
<th>OIT</th>
<th>Compliance</th>
<th>ITS</th>
<th>Business Ops</th>
<th>Requester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Determine what needs to be ordered</strong></td>
<td><strong>Review ticket for completeness</strong></td>
<td><strong>Compliance Approval Process</strong> (Vendor review, risk assessment, Security Architectural Review)</td>
<td><strong>ITS Approval Process</strong></td>
<td><strong>Notify BO Team when order is fulfilled (Ticket System- include)</strong></td>
<td><strong>New Vendor?</strong></td>
</tr>
<tr>
<td><strong>Obtain Quote</strong></td>
<td><strong>Complete Campus Building Permit process</strong></td>
<td><strong>Create order in ebuy</strong></td>
<td><strong>Enter justification for approval</strong></td>
<td><strong>Enter justification for approval</strong></td>
<td><strong>Acquire goods or services</strong></td>
</tr>
<tr>
<td><strong>Complete Campus Building Permit process</strong></td>
<td><strong>Notify stakeholder - need to resolve issue</strong></td>
<td><strong>Compliance Approval needed?</strong></td>
<td><strong>Enter justification for approval</strong></td>
<td><strong>Enter justification for approval</strong></td>
<td><strong>Notify BO Team when order is fulfilled (Ticket System- include)</strong></td>
</tr>
<tr>
<td><strong>All info complete?</strong></td>
<td></td>
<td><strong>BAA Required?</strong></td>
<td></td>
<td></td>
<td><strong>New Vendor?</strong></td>
</tr>
<tr>
<td><strong>Yes</strong></td>
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<td></td>
<td><strong>Yes</strong></td>
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<td><strong>No</strong></td>
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<td><strong>No</strong></td>
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<tr>
<td>** ITS Approval Req**</td>
<td><strong>Attach all approval documents to order (screen shot of FAU approval, quote, ??)</strong></td>
<td></td>
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<td><strong>Determine if PO is “okay to pay”</strong></td>
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<td><strong>Process Invoice for payment</strong></td>
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<td><strong>stop</strong></td>
</tr>
</tbody>
</table>

- **New Vendor?**
  - **Yes**
  - **Compliance Approval needed?**
    - **Yes**
      - **Create order in ebuy**
    - **No**
      - **Yes**
      - **Complete Selection + Price Reasonableness (SSPM) Justification form**
      - **BAA Required?**
        - **Yes**
          - **Obtain BAA from from Central Purchasing**
        - **No**
          - **Yes**
          - **Enter justification for approval**

- **Federally funded >$10k or non-federally funded > $100k?**
  - **Yes**
  - **Complete Appendix DS form**
  - **Enter justification for approval**
  - **Complete Campus Building Permit process**
  - **Notify stakeholder - need to resolve issue**
  - **All info complete?**
    - **Yes**
    - **Obtain Quote**
      - **Complete Campus Building Permit process**
    - **No**
      - **Complete Appendix DS form**

- **Acquire goods or services**
  - **Notify BO Team when order is fulfilled (Ticket System- include)**