IT Procurement Process

**Requester**
- Determine what needs to be ordered
- Does item require installation?
  - Yes: Complete Campus Building Permit process
  - No: Federally funded > $10k or non-federally funded > $100k?
    - Yes: Obtain Quote
    - No: Complete Security Intake Form

  - Enter request into OIT helpdesk: https://somit.ucr.edu/

- Attach quote(s), Sole Source justification (if applicable), FAU Approval, FAO Approval, and Security Intake Form

**OIT**
- Review ticket for completeness
- All info complete?
  - Yes: Create order in eBuy
  - No: Notify stakeholder - need to resolve issue

  - Compliance Approval needed?
    - Yes: Compliance Approval Process (Vendor review, risk assessment, Security Architectural Review)
    - No: ITS Approval Req

- ITS Approval Req
  - BAA Required?
    - Yes: Enter justification for approval
    - No: Grant BAA from Central Purchasing

- Complete Selection + Price Reasonableness (SSPR) Justification form
- ITS Approval Process
  - Enter justification for approval
- Attach all approval documents to order (screen shot of FAU approval, quote, ??)
- Change description of Ctrl# to "OIT" and update change of name in comments section

**Compliance**
- Compliance Approval Process (Vendor review, risk assessment, Security Architectural Review)
- Enter justification for approval
- Acquire goods or services

**Business Ops**
- PO Creation Process
  - BAA Required?
    - Yes: Enter justification for approval
    - No: Enter justification for approval
  - Obtain BAA from Central Purchasing
- Complete Security Intake Form
- BAA Required?
  - Yes: Enter justification for approval
  - No: Enter justification for approval
- Does item require installation?
  - Yes: Complete Campus Building Permit process
  - No: Federally funded > $10k or non-federally funded > $100k?
    - Yes: Obtain Quote
    - No: Complete Security Intake Form

**Requester**
- New Vendor?
  - Yes: New Vendor Process
  - No: ITS Approval Req
  - ITS Approval Process
  - ITS Approval Process
  - Enter justification for approval
  - PO Creation Process
  - Determine if PO is "okay to pay"

**Requester**
- Notify BO Team when order is fulfilled (Ticket System - include)
- Attach quote(s), Sole Source justification (if applicable), FAU Approval, FAO Approval, and Security Intake Form

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

**Requester**
- Complete Security Intake Form
- BAA Required?
  - Yes: Enter justification for approval
  - No: Enter justification for approval
- Does item require installation?
  - Yes: Complete Campus Building Permit process
  - No: Federally funded > $10k or non-federally funded > $100k?
    - Yes: Obtain Quote
    - No: Complete Security Intake Form

- Attach quote(s), Sole Source justification (if applicable), FAU Approval, FAO Approval, and Security Intake Form

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