### CNS IT - Department Purchasing Workflow

#### Consultation/Order

- **Start**
- **User knows all the detail to process order**
  - Yes: Send user the Hardware Spec Determination Wiki Link
  - No: User makes needed changes to their original request
    - After PO has been assigned, print the requisition document (begins with 60PBU) to PDF and fill out PO submitted survey which will create a survey if there isn't one already
    - Process Order

- **Purchasing agent wants to assume responsibility for ensuring system meets the need and security requirements. Please note that policy states IT must be included (IRUSP 19.6).**
  - No: Request user fill out a deployment survey. Ask them to note your name when filling it out so we can reach out to you when the consultation is complete.
  - Yes: CNS IT consults with the user and sends final specs to the purchasing agent either via assigning UT market quote or listing needed specs (please identify to CNS IT which you prefer)

#### CNS/User Preparation

- **Send the user the computer setup wiki link and the deployment survey (if not previously filled out)**
  - Important: If this is for a new employee, the manager must fill out a new employee survey
  - The deployment tech works with user to start preparing for the deployment. This will ensure when we receive the computer the deployment will go as efficiently as possible (ex: locate licenses, prepare to transfer data or start moving files to box, gather server/printer information)

#### Receiving/Tagging

- **Computer shows up**
  - If the computer is over $500, work with your inventory contact to tag the computer (or complete this task if you wear that hat)
  - Fill out a pickup request which will trigger a computer pickup
  - Reach out to pickup computer (signature will be required)
  - Remove purchasing agent from ticket and add the user (or create a new ticket)
  - Image computer and reach out to the user

**KEY**

- User
- Purchasing/Inventory Agent
- CNS IT

**CNS IT responsibility if looped in for consultation (purchasing agent assumes all responsibility if CNS IT is not looped in):**
1. Ensure device meets minimum security requirements
2. Ask user relevant questions relating to their job and how it relates to the IT need to provide a system that will function for the next 5 years
3. Do an assessment of the existing setup to identify software that may require purchasing a new license
4. If it is an instrument controller, ensure that the quoted system includes all needed hardware to communicate with the instrument

**Wait for order to arrive**

**Finish**