

Within the Technology Item Request and Business Justification section

Select the type of item from the drop down.



Technology Item Requested and Business Justification

Select type of item to purchase

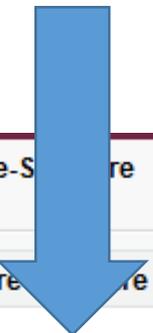
Select new desktop, laptop or tablet to be purchased

Describe the business need for this purchase

Enter any special instructions for this purchase

Within the Technology Item Request and Business Justification section

Select the item you want to purchase.



OSU Hardware-Software Pricing [10]			
OSU Hardware-Software Pricing Name ▲	Pricing Description	Item Setup Price	Monthly Setup Price
<u>Desktop, One Monitor</u>	Standard Keyboard & Mouse & One Monitor	\$150.00	\$52.00
<u>Desktop, Two Monitors</u>	Standard Keyboard & Mouse & Two Monitors	\$280.00	\$52.00
<u>Hardware not listed</u>	Any hardware item not listed (Describe below)	\$0.00	\$0.00
<u>iPad - Tablet</u>	Includes iPad case & Charger	\$50.00	\$16.00
<u>iPad Mini - Tablet</u>	Includes iPad case & Charger	\$40.00	\$14.00
<u>Laptop</u>	Dock, Keyboard, Mouse & Monitor NOT included	\$150.00	\$95.00
<u>Laptop, Dock, One Monitor</u>	Laptop plus Dock, Keyboard, Wireless Mouse & One Monitor	\$464.00	\$95.00

Within the Technology Item Request and Business Justification section

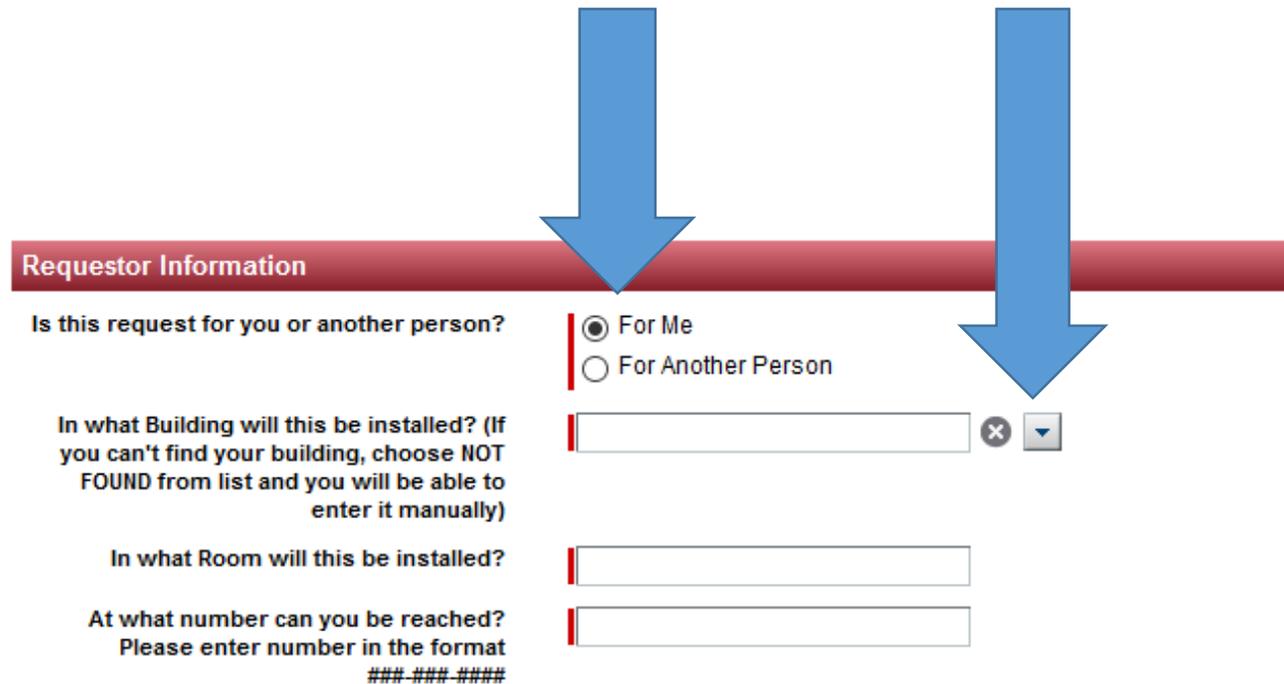
Enter a business need and special instructions.

The image shows a screenshot of a web form titled "Technology Item Request and Business Justification". The form contains several input fields. Two large blue arrows point to specific fields: one points to a dropdown menu, and the other points to a text input field.

Technology Item Request and Business Justification	
Select type of item to purchase	Desktops, Laptops & Tablets
Select new desktop, laptop or tablet purchased	Desktop, One Monitor
Describe the business need for this purchase	New staff hire
Enter any special instructions for this purchase	

Within the Requestor Information section

Select who this request is for and click the arrow to select a building.



Requestor Information

Is this request for you or another person?

For Me
 For Another Person

In what Building will this be installed? (If you can't find your building, choose NOT FOUND from list and you will be able to enter it manually)

In what Room will this be installed?

At what number can you be reached?
Please enter number in the format
####

Within the Requestor Information section

Select a building

Search

Base Elements [117]

Instance Name ▲	Model	Building Number	Description	Class Name
960 Kinnear		931		BMC_PhysicalLocation
Adventure Recreation Center		211		BMC_PhysicalLocation
Agricultural Admin		003		BMC_PhysicalLocation
Applewood		3001		BMC_PhysicalLocation
Archer House		261		BMC_PhysicalLocation
ATI Residence Hall				BMC_PhysicalLocation
ATI-Apple Orchard Ct.		595		BMC_PhysicalLocation
ATI-Franklin Court				BMC_PhysicalLocation
ATI-Holly Court				BMC_PhysicalLocation
ATI-Ruby CT				BMC_PhysicalLocation
Baker Hall 112		05	Center of Building - currently ODS	BMC_PhysicalLocation

Within the Requestor Information section

Enter a room and phone number. Make sure to use dashes in your phone number.

Requestor Information

Is this request for you or another person?
 For Me
 For Another Person

In what Building will this be installed? (If you can't find the building, choose NOT FOUND. If you will be able to enter it manually)

In what Room will this be installed?

At what number can you be reached?
Please enter number in the format
###-###-####

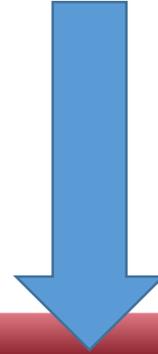
960 Kinne

120

614-345-8787

Within the Billing and Approval information section

Select your Org and your other Chartfield information.



Billing and Approval information

Select the OSU Org Number for Billing

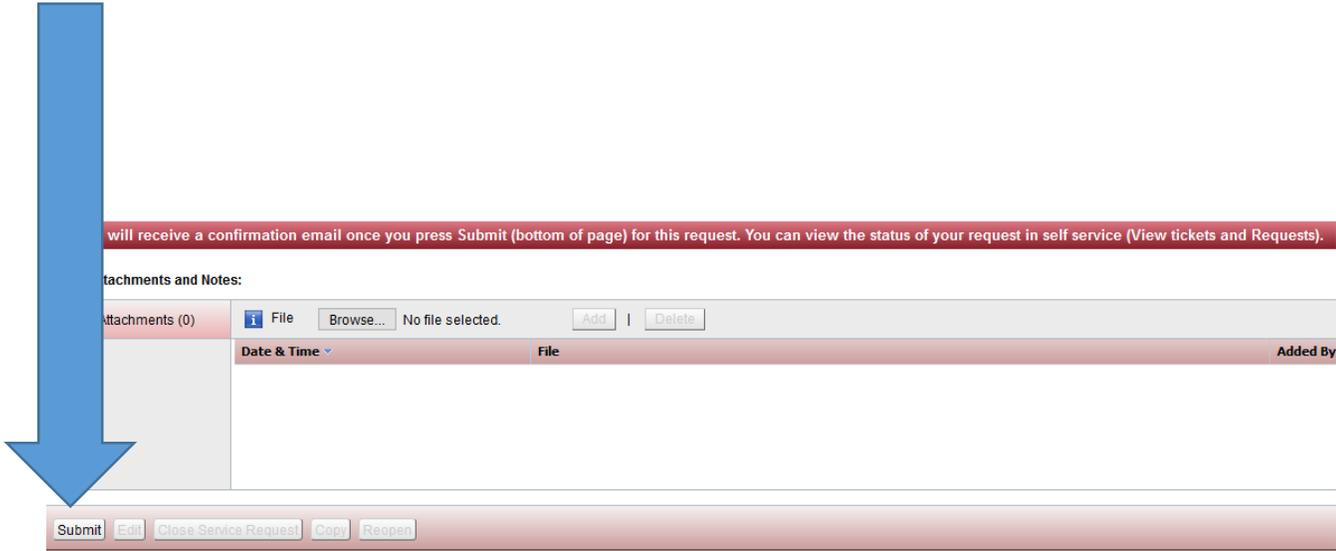
If you know the rest of your billing information please enter below, otherwise scroll to the bottom and submit.

Select the OSU Fund Number for Billing

Select the OSU Account Number for Billing

Select the OSU Program Number for Billing

Click submit.



will receive a confirmation email once you press Submit (bottom of page) for this request. You can view the status of your request in self service ([View tickets and Requests](#)).

Attachments and Notes:

Attachments (0)  File No file selected. |

Date & Time	File	Added By
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