Information Technology (IT) Related Purchases

1. Determine the category of the item needed:

- Telecommunications products
- Cloud services
- Websites and web-based platforms
- Web-delivered content
- Software*
- Search engines and databases
- Multimedia

- E-books and E- book reading systems
- Computers, laptops, and tablets
- Printers

- Hardware equipment- monitors, keyboards, mouse, speakers, web cam, camera, audio recorders, visual recorders, external hard drives, memory sticks, etc.

2. Fill out the IT Readiness Form

ALL of these REQUIRE an IT Readiness Form*

When submitted, the IT Readiness form routes to MSU IT for approval.

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Save MSU IT approval as a PDF.

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Attach approval PDF to the appropriate form, based on the item category.

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CAL staff will help you from there!

3. After IT Readiness approval, choose a form, based on the item category

| Requisition Request Form

Do NOT purchase these items out of pocket | After requisition approval → | Items may be purchased using a Pcard, Purchase Order (PO), MSU Tech Store, or Spartan Marketplace. CAL Staff will help to choose best method |

*Pre-approved Tier 1 Software does not require an IT Readiness form

Purchase Request Form

Do NOT purchase these item out of pocket

| Reimbursement Request Form (if an out-of-pocket purchase) | OR | To avoid out-of-pocket expenses, use the Purchase Request Form |