

Job Aid EPC4 Request for Computers and Technology Related Items (_____)

This job aid is designed to help a requester purchase computers and related items using **UITS Quotes & Proposals** via a **Special Request ePro Requisition**.

Obtaining quote from ITS:

1. Visit the Technology Purchases website at <http://www.kennesaw.edu/techpurchases/> or from the KSU Intranet select University Information Technology Services > Request Forms > Technology Purchases > Computers, Server & Peripheral Purchases.
2. Click on the link that best describes your proposed technology purchase and complete the request form.
3. # ' o ' .

-Click \M

-Click \ for **All Distribution Lines** to apply to all selected lines

For all computer/technology/audio-visual purchases, the **Ship To** code **must be KCP109**

Populate the correct account number for your request; **the specific accounts codes to use for your purchase will probably be one of the following unless an Asset:**

714114

