

Stock Equipment Purchase Process

An Interdepartmental Order (IDT) will be completed by the department to purchase stock equipment. The "Issued to the Department of" blank should be completed with "IT Computer/Printer Surplus" or account number 272010-20300. Be sure to fill out the Quantity, Article, Description and Price columns to avoid a delay in processing.

The completed form should be sent to CITE in BA 156 for processing. CITE will encumber the funds and generate a work order, so that the work can be scheduled and completed.