Computer Request Procedure

1. Fill out the Computer Request Form (CRF) PDF Version
   - Obtain the proper signatures
   - Send the completed form to: Information Technology Services (ITS) its@asub.edu
     ASU-Beebe

2. The request form will be processed and returned to you with one of the following decisions:
   - Approved with computer quote attached
   - Recommended alternative solution
   - Disapproved with explanation

3. If the request is approved, and it is a QIF request, the request will be routed to the Vice Chancellor of Finance and Administration (you do not need to submit a purchase request). If the request is out of a departmental account, submit a DPS purchase request. When submitting the request, you must select “Yes” on the computer purchase question. By selecting “Yes”, the requisition will be electronically routed to the ITS team for approval. If you do not select yes, the request will not be processed.

4. If the request is returned with an alternative solution recommended in which you approve, contact its@asub.edu to continue the process.

5. If the request is returned with an alternative solution recommended in which you do not approve OR if the request is denied, you may request a review of the decision via an Appeals Process listed below.

Process for Appealing a Computer Request Decision

Submit the Computer Request Form (CRF) to the Chief Information Technology Officer, Chris Lee (cllee@asub.edu). Once the CRF has been received, it will be shared with the ITS team and reviewed at the Department’s next bi-weekly meeting. If ITS feels this request is valid, it will prepare to present and discuss all Appeals at the next IT Committee meeting. If Committee approves, the decision will be reversed.