

Grambling State University Information Technology Center

Technology Procurement Procedures

The following steps should be followed by departments for hardware and software purchases.

- 1. Submit a copy of the specifications to the Information Technology Center for review (electronic or hardcopy).
- 2. The Information Technology Center will email an approval form to the department once reviewed.
- 3. If the request is denied, the Information Technology Center will attach a recommendation to the approval form.

Last Revised: February 6, 2023