

COLLEGES OF ARTS & SCIENCES AND EDUCATION

Department Champion (DC) Computer Processes

Amber Jensen notifies DC when to start to collecting CRP orders

DC works with department faculty and staff to collect computer orders, replacement, deferments, or quotes (as needed).

DC sends computer orders and quotes to Amber. If there are chargeback amounts DC must provide account numbers at this time.

Faculty/Staff reach out to DC needing to order new computer.

Refer to **"Purchasing a New Computer with University Funds"**

Department Computer Spreadsheet information

DC updates and maintains Department Computer spreadsheet, When updating full active list tab, need to note in "Notes-Updates" tab.

Once new computer is received, Amber updates spreadsheet with new computer data and moves old computer data to "Replaced Computers" tab.