Check Out Process to ITS for Technology-related Purchases

The Check Out process entails completing the following steps in the Approvals Tab:

1. Enter **Tamela Bow** in the **User (Net ID)** field

2. Select “Read-Write , Approval Required” as **Approval Type**

3. In **Comment** section, provide information about the purchase

4. Click **Check Out** - the order will be send to Tamela for approval. You will receive an email when the order is checked out and checked back in.

*Below is a sample of what the Reviewer sees when checking out the Purchase Requisition. Please note that this order has already been checked out, so the information is listed in the Check Out History.*