<u>Did You Know? **New** Commodity Approval Process for IT, AV, & Telemedia Purchases</u>

This is a friendly reminder to please reach out to the Digital Experience Services (DxS), formerly known as the Office of Technology Services (OTS), for approval **before** making any purchases for technology, telemedia, or audio-visual equipment such as **keyboards, mice, headsets, and speakers**.

Recently there has been an increase in P-Card purchases that may already be available or that fall outside of our standard procurement guidelines. To ensure we are using college funds responsibly, please get commodity approval from the Digital Experience Services team prior to any purchase.

The DxS team, can provide available equipment options, quotes if needed, and approval. You can reach them by:

- Emailing help.desk@csn.edu and include what you are requesting
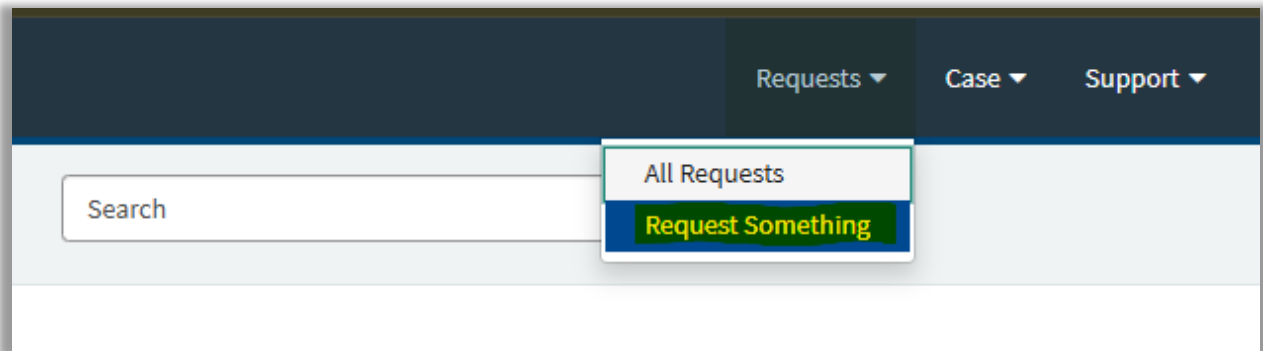- Submitting a ticket online using the following steps:

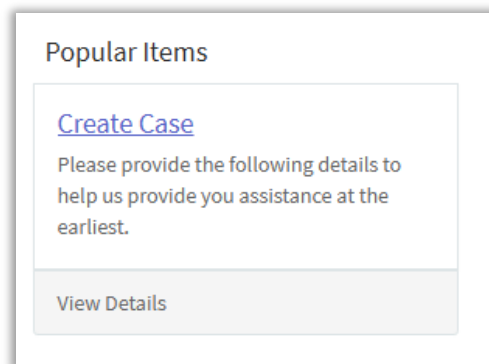   1. Access the OTS Self Submit tile in GoCSN:

    2. Click on "Access Self-Service Portal":

3. Click "Requests" and then "Request Something" in the drop-down menu at the top right of the screen.

4. Click "Create Case"

5. Enter a subject, description of your request, and attachment if you have one. Once you receive prior commodity approval, you can move forward with your purchase (if a purchase is necessary).

Once obtained, this approval is to be uploaded to Workday, and a copy is to be kept in your P-Card binder.

If you need any specialized/ergonomic equipment, please **create a facilities work ticket** for an assessment by Environmental Health and Safety (EHS). They can provide approvals for ergonomic equipment if necessary.

Please reach out if you have any questions or concerns about these processes.