

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

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:

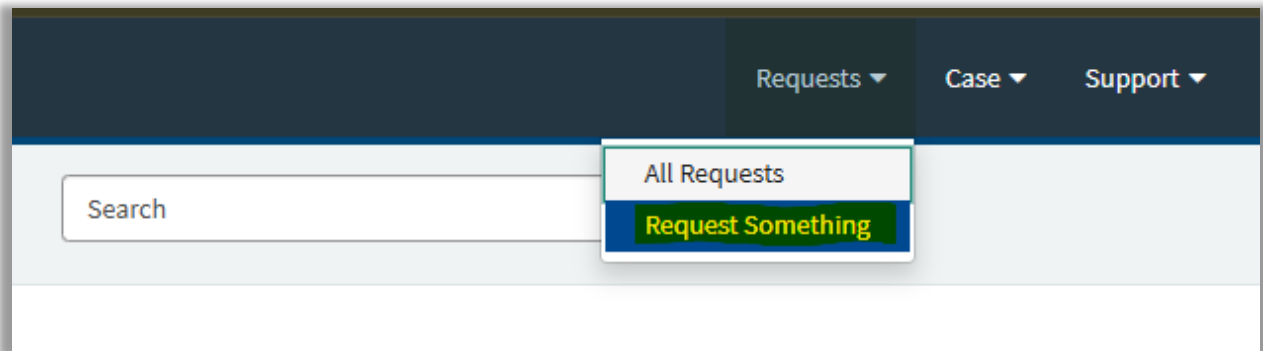
1. Access the OTS Self Submit tile in GoCSN:



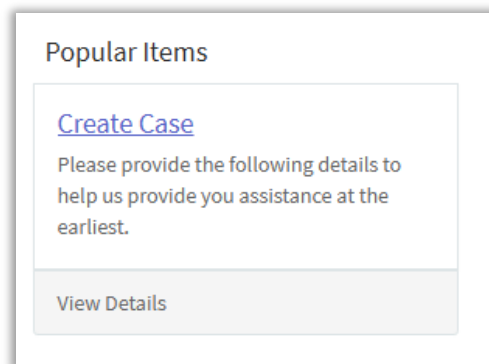
2. Click on “Access Self-Service Portal”:

A screenshot of the CSN OTS Help Desk website. The top navigation bar is blue with the CSN logo on the left and links for 'Areas of Interest', 'Give', 'Login', 'APPLY', 'VISIT', and 'REQUEST INFO' on the right. Below this is a dark blue bar with links for 'ABOUT US', 'EDUCATION & TRAINING', 'ADMISSIONS', 'TUITION & FINANCIAL AID', 'STUDENT LIFE', and 'Información en español'. The main content area has a white background. On the left, it says 'CSN — OTS HELP DESK' and 'OTS Help Desk'. Below that is a large heading 'Welcome to the OTS Help Desks!' followed by a paragraph of text. On the right, there is a yellow button with a blue border that says 'ACCESS SELF-SERVICE PORTAL'. A red arrow points from the 'OTS Help Desk' heading to this button. Below the button, there is a section titled 'Forgot Username or Password' with instructions for faculty, staff, and students.

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.