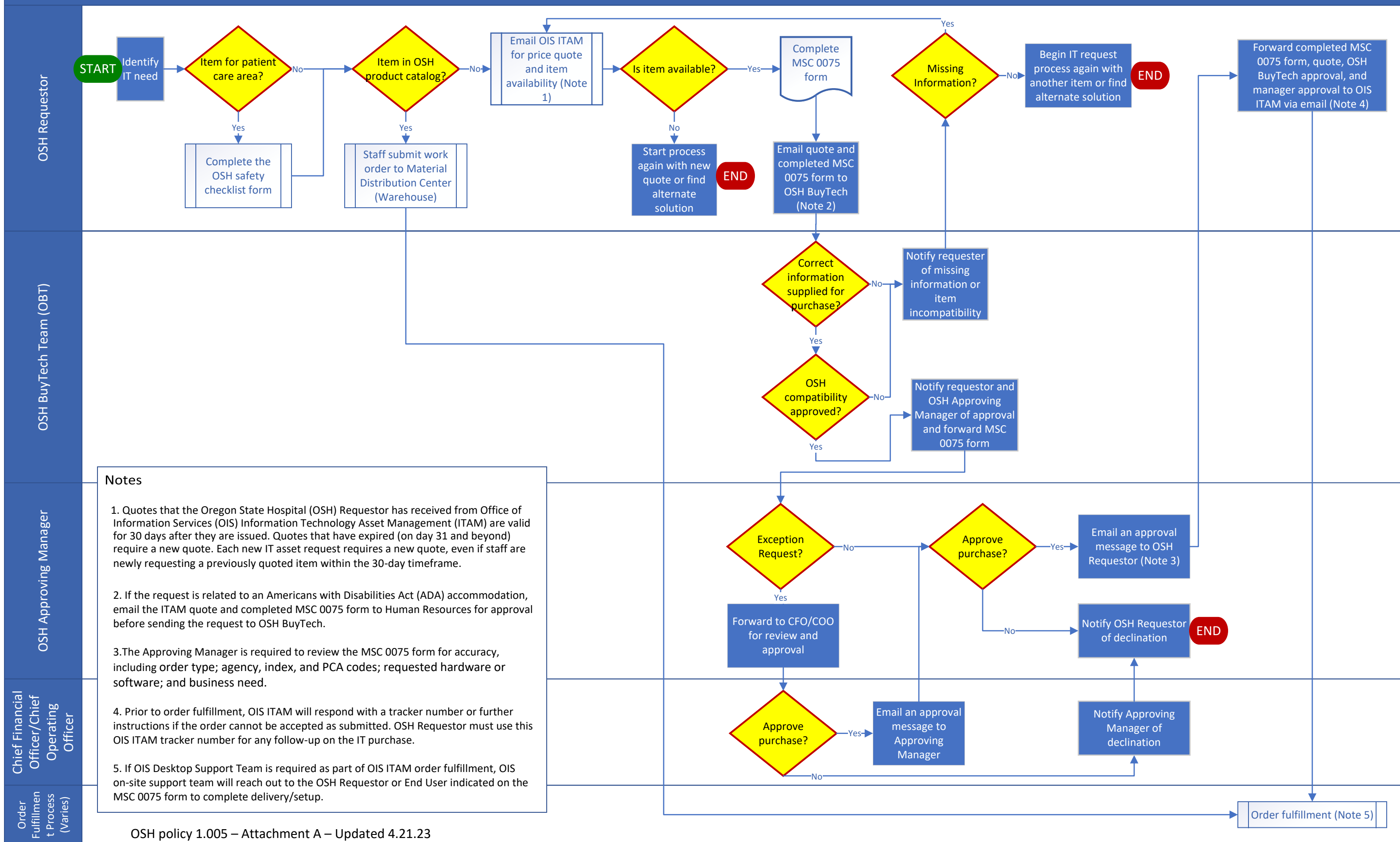


# Oregon State Hospital (OSH) Information Technology (IT) Purchase Process Flowchart



**Notes**

- Quotes that the Oregon State Hospital (OSH) Requestor has received from Office of Information Services (OIS) Information Technology Asset Management (ITAM) are valid for 30 days after they are issued. Quotes that have expired (on day 31 and beyond) require a new quote. Each new IT asset request requires a new quote, even if staff are newly requesting a previously quoted item within the 30-day timeframe.
- If the request is related to an Americans with Disabilities Act (ADA) accommodation, email the ITAM quote and completed MSC 0075 form to Human Resources for approval before sending the request to OSH BuyTech.
- The Approving Manager is required to review the MSC 0075 form for accuracy, including order type; agency, index, and PCA codes; requested hardware or software; and business need.
- Prior to order fulfillment, OIS ITAM will respond with a tracker number or further instructions if the order cannot be accepted as submitted. OSH Requestor must use this OIS ITAM tracker number for any follow-up on the IT purchase.
- If OIS Desktop Support Team is required as part of OIS ITAM order fulfillment, OIS on-site support team will reach out to the OSH Requestor or End User indicated on the MSC 0075 form to complete delivery/setup.