

Pierpont IT PAF Process

1. Department/Personnel sends a Help Ticket to request a quote for an IT related purchase.
2. Help Desk prepares quote on a PAF and returns to requestor.
3. Department approves, attains the proper signatures, funding, and returns to IT Executive Director.
4. Executive Director signs and sends PAF on to Procurement to be ordered.

Order Received

5. When the order is received by Help Desk, they pull the PAF sign and prep for deployment.
6. When delivered to requester Help Desk will get signature on the PAF under "Recipient Acknowledgement" for the item.
7. Help Desk scans PAF back into ticket system and sends to Procurement.
8. Procurement closes out the request as completed.

If any of the above processes are skipped, orders may not be placed.