

## Workflow (Pitt Network):

1. From the [Policies & Forms website](#), labs will be instructed to reach out to [HS Pitt IT](#) to discuss the device needs of their lab and acquire a quote prior to submitting their request form.
2. Lab will complete/submit [PITT Computer Purchase Request Form](#) via [DocuSign](#) where they will be asked to attach the quote provided by HS Pitt IT.
3. Once submitted, the request form will be automatically sent to HS Pitt IT to confirm approval of the attached quote.
4. After someone from HS Pitt IT signs off on the request, it will be sent to the [HCCPurchasingForms](#) inbox to be entered in [PantherExpress](#) for Fiscal approval. [HCCPurchasingForms](#) will use Room 1212, 5051 Centre Avenue Pittsburgh, PA 15213 as the shipping address so that the order is sent directly to HS Pitt IT at the Assembly building.
5. [HCCPurchasingForms](#) will send a follow up email to requestor & IT approver with the PO # once the order has been approved in [PantherExpress](#)
6. Once the order has been received by HS Pitt IT, the devices will be set up on the Pitt Network prior to being distributed to the requestor.