NORFOLK STATE UNIVERSITY
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OIT Technology Purchase Workflow

QUOTE

USER

OIT APPROVED — NO / YES
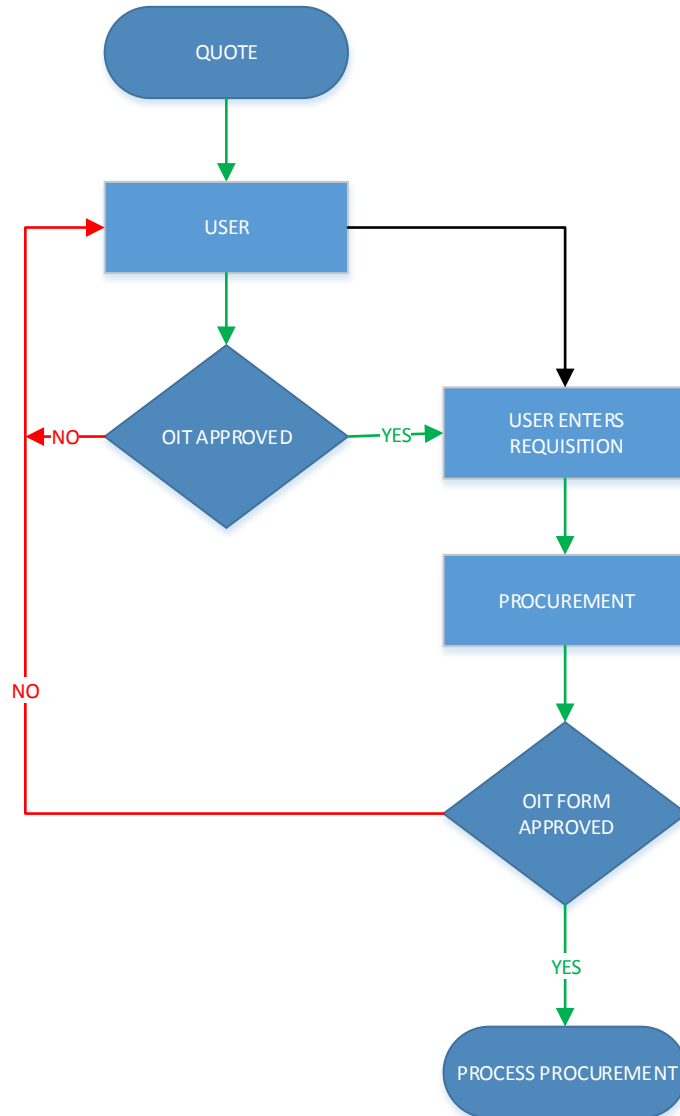
USER ENTERS REQUISITION

PROCUREMENT

OIT FORM APPROVED

NO

YES

PROCESS PROCUREMENT

OIT FORM NOT SUBMIITED OR NOT APPROVED

OIT FORM SHOULD BE SUBMITTED PRIOR TO REQUISITION

OIT FORM MUST BE SUBMITTED PRIOR TO REQUISITION