

Note to Campus:

All items of IT nature must be purchased by ECU Information Technology. Departments must complete the Computers/Software Request Form found within Jaggaer when requesting the following, but not limited to IT related items...

Currently, departments must use this form when requesting the following types of items:

- Computers (any type)
- Tablets (all types, Android, iPad, etc.)
- Computer cabling (cords that connect to your computer of any type).
  - Note: HDMI and Ethernet cables are available for purchase through the ECU Central Stores catalog.
- Computer Mice
- Computer Keyboards
- Laptop Docking Stations and Dongles (any kind)
- Storage (External / Internal Hard Drives, etc.)
  - Note: Flash Drives / Jump Drives can be ordered without going through ECU IT.
- Monitors
- Anything network related (switches, routers, etc.)
- Headsets / Headphones
- Webcams
- Phones
- Document Cameras / Scanners
- Classroom requests for TV's, Projectors, Conference Equipment
- Printer Requests for Student Labs
- Additional items or item types as deemed necessary
- Software (of any type and dollar amount)

Once the form is submitted and approved by IT through Jaggaer, a member of ECU IT will create a requisition on your behalf using the account info you provided and alert you as to what your requisition number is for tracking within Jaggaer.

Should you have any questions regarding your form, its current status, or where your items are, you can contact a member of ECU IT directly at 859-622-3000 or amy.graham@ecu.edu.