What is an EDP? Electronic Device Purchasing (EDP) is a process used to review purchase requests at Albany State University (ASU). This process ensures that technology purchases are compatible with existing ASU systems and infrastructure and that the technology can be supported by Information Technology Services (ITS).

All <u>TECHNOLOGY</u> purchases require an EDP.

To obtain a quote for <u>standard</u> technology purchases
1. Go to: https://helpdesk.asurams.edu/
2. CLICK on the **"Knowledge Base"** tab which display a listing.
3. CLICK on the link which says **"Standard Computer Quote"**.
4. A listing of attachments is displayed for the standard technology purchases.

To obtain a quote for <u>special</u> technology purchases
1. Go to: https://helpdesk.asurams.edu/
2. CLICK on the **"Service Catalog"** tab at the top of the screen.
3. Locate to the left "All Services" and scroll until you find "Other Support".
4. Complete the **"Electronic Common Service"** form.

To submit an EDP
- Request a quote (If additional assistance is needed, please contact ITS for an IT Advisor)
- Complete the EDP form
- Obtain respective signatures from the area Vice-President
- Send the original copy of the EDP and the quote to ITS-JPL 121
- Once the EDP is received, it will be reviewed and assigned a tracking number. If all necessary information is included, it will then be submitted to the ITS-Vice-President, CIO for approval.
- After final approval, the EDP will be returned to the requesting department for further processing with Title III or Fiscal Affairs.

Does EDPs require special approval?

All purchases over the amount of $ 100, 000.00 must be approved by ASU ITS-Vice-President/CIO and the Vice-President of Fiscal Affairs. After approval, the EDP will be forwarded to USG Vice-Chancellor/CIO. The USG Vice-Chancellor/CIO normally reviews IT requests within four (4) business days of receipt. The approval will be posted on the SharePoint IT portal after reviewed.

What happens if my EDP is not approved?

The EDP packet will be returned with an explanation of denial along with a solution for resubmission.

How long does an EDP take to process?

All request for purchases are tracked to ensure the needs are timely addressed. The technology request generally takes about 1-3 business days for approval.