More information and full instructions on the digital IT system can be found on the TAMS website at: https://tams.tulane.edu/content/electronic-its

How to submit a digital IT form to Technology Connection:

1. First request a quote for the products you need by emailing your specifications to tcorders@tulane.edu. Once you have a quote which meets your specifications and contains your correct shipping & billing information, proceed to Step 2.

2. Using the University Electronic IT system, initiate an IT. https://ebs.tulane.edu

3. Select TAMS EIT Application GUI – (click the “+” sign)

4. Select EIT process

5. Select New

6. In the “IT Type” field select Interdepartmental Order: by either typing an I and return or by selecting the button with 3 dots on the right.
7. In the Service Dept field select:

**56210 Technology Connection**

By either typing 56210 and return or Selecting from the list

8. In the **Description** box, include:
   a. The Technology Connection Quote #
   b. Contact name and phone number
   c. Any additional description you wish to describe the order

<table>
<thead>
<tr>
<th>User Name</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5049883106</td>
</tr>
</tbody>
</table>

9. Accounting lines:
   a. In the Accounting/Project field enter your **account #**,
   b. in the Natural Account enter **8861- RECHARGE-COMPUTERS/COMPUTER-RELATED SERVICES**
   c. **IF THIS IS A COVID-19 EXPENSE YOU MUST USE DEPT USE CODE 8091**
   d. in the line description enter what you would like to appear on your budget statement
   e. In the debit field enter the **total amount** of the quote

   (You may split the cost between multiple accounts by entering multiple lines.)

<table>
<thead>
<tr>
<th>Account/Project</th>
<th>Natural Account</th>
<th>Dept Use</th>
<th>Task</th>
<th>Award</th>
<th>Exp Type</th>
<th>GL Activity/Grant Exp Date</th>
<th>Line Description</th>
<th>Debit</th>
</tr>
</thead>
<tbody>
<tr>
<td>222222</td>
<td>8861-RECHARGE</td>
<td>0000</td>
<td></td>
<td></td>
<td></td>
<td>08-MAR-201</td>
<td>TC56555 Two 13&quot; Macbooks for J. Smith</td>
<td>2,400.00</td>
</tr>
</tbody>
</table>

10. **You must** attach a copy of the Tech Connect quote to your EIT, or it will be rejected by Accounting.

11. Once you have completed your account information and other fields select “Send to Service Org”

   Keep in mind additional appprovals and routing may occur before your IT arrives at Technology Connection.