

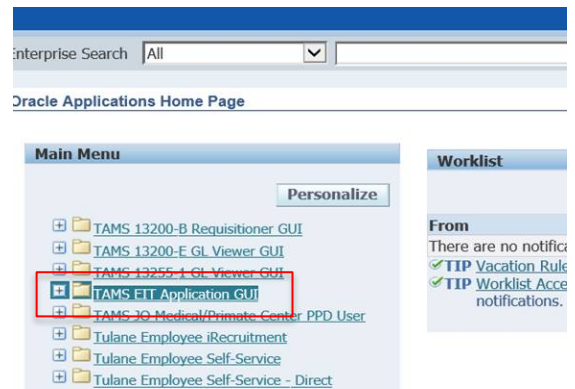


More information and full instructions on the digital IT system can be found on the TAMS website at: <https://tams.tulane.edu/content/electronic-its>

## How to submit a digital IT form to Technology Connection:

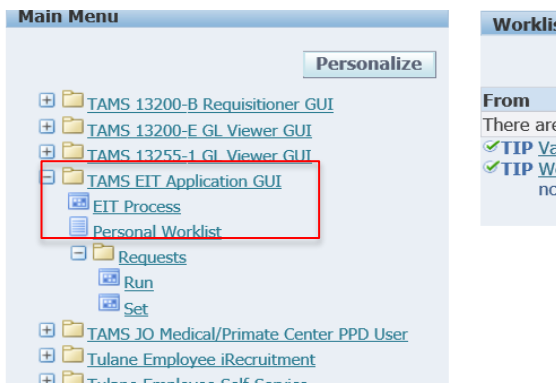
1. First request a quote for the products you need by emailing your specifications to [tcorders@tulane.edu](mailto:tcorders@tulane.edu). Once you have a quote which meets your specifications and contains your correct shipping & billing information, proceed to Step 2.

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

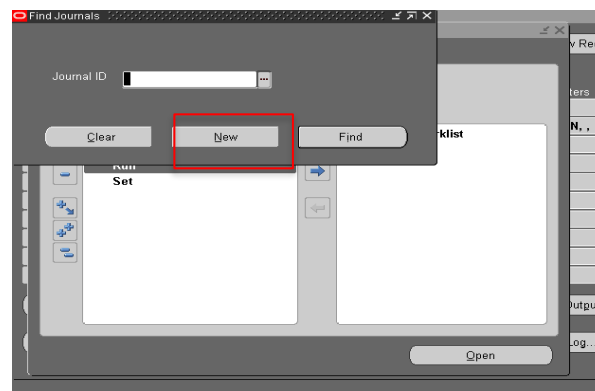


3. Select TAMS EIT Application GUI – (click the “+” sign)

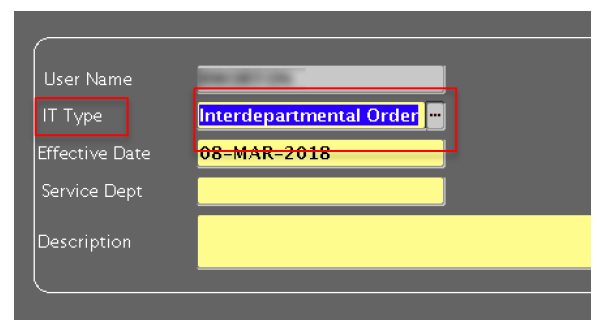
4. Select EIT process



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

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 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.)

a	b	c					d	e
Account/ Project	Natural Account	Dept Use	Task	Award	Exp Type	GL Activity/ Grant Exp Date	Line Description	Debit
222222	8861-RE	0000				08-MAR-201	TC56555 two 13" Macbooks for J. Smith	2,400.00

Send to Service Org

10. Once you have completed your account information and other fields select **"Send to Service Org"**

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

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**Contact Us:**  
 (504) 862-8059  
 tcorders@tulane.edu  
 techconnect.tulane.edu

**Visit Us:**  
 20 McAlister Dr. Suite 104  
 Lavin-Bernick Center for  
 University Life

