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](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](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 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.)

10. 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.