Purchasing & Equipment Inventory

Help Documents

- **Inventoried Equipment Information**
  - **Off-Campus Equipment Authorization Requests** — How to fill out the online off-campus equipment use form.
  - **Off-Campus Inventory Form Procedure** — How to fill out the paper off-campus equipment use form.
  - **Off-Campus Inventoried Equipment Policy** — The Franklin College policy for off-campus inventoried equipment.
  - **Transferring Inventoried Equipment** — How to fill out and submit the necessary paperwork when moving equipment.

- **Purchasing**
  - **Primary Computer Lifecycle Management Process** — Timeline and instructions for requesting and managing computers for faculty and staff
  - **Equipment Allocations Process** — Details about requesting funding for technology hardware and software
  - **Student Technology Fee (STF) Process** — Guidelines, details, and timelines for requests for funding for technology that serves instruction and provides a direct student benefit.
  - **Computer Equipment Software or Services (CESS) Process**
  - **Wireless Communications Devices (WCD) Policy Information**

External Resources

- UGA RUSS system
- UGA Property Control
  - UGA Property Control Forms
- UGA Inventoried Property Policies

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**Need additional support?**
If you have a question that has not been answered in our help documentation or FAQ pages, please click the "Submit a ticket" button to contact the Franklin OIT Help Desk and we will be happy to help!

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Contact the Franklin OIT Help Desk

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<th>Help Desk</th>
<th><a href="http://helpdesk.franklin.uga.edu">http://helpdesk.franklin.uga.edu</a></th>
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<tr>
<td>Email</td>
<td><a href="mailto:helpdesk@franklin.uga.edu">helpdesk@franklin.uga.edu</a></td>
</tr>
<tr>
<td>Call</td>
<td>706-542-9900</td>
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**Hours of Operation**

- Monday - Friday
- 8:00 a.m. - 5:00 p.m.

**Website Information**

- **Homepage**
  - http://oit.franklin.uga.edu
- **Directory**
  - http://oit.franklin.uga.edu/people
- **Service Offerings**
  - http://oit.franklin.uga.edu/service-offerings

**Systems Status Information**

- **Franklin OIT Status**
  - http://status.franklin.uga.edu/
  - https://kb.franklin.uga.edu/x/BQB0
- **UGA/EITS Systems Status Pages**
  - http://status.uga.edu
  - https://twitter.com/uga_eits
  - https://www.facebook.com/uga.eits
- **USG Systems Status Page**
  - http://status.usg.edu