Purchasing & Equipment Inventory

Help Documents

- **Inventoried Equipment Information**
  - [Off-Campu...](#) — 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**

---

Contact the Franklin OIT Help Desk

<table>
<thead>
<tr>
<th>Help Desk</th>
<th><a href="http://helpdesk.franklin.uga.edu">http://helpdesk.franklin.uga.edu</a></th>
</tr>
</thead>
<tbody>
<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>
</tr>
</tbody>
</table>

Hours of Operation

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

Website Information

- **Homepage**
  - [http://oit.franklin.uga.edu](http://oit.franklin.uga.edu)
- **Directory**
  - [http://oit.franklin.uga.edu/people](http://oit.franklin.uga.edu/people)
- **Service Offerings**
  - [http://oit.franklin.uga.edu/service-offerings](http://oit.franklin.uga.edu/service-offerings)
- **Systems Status Information**
  - **Franklin OIT Status**
    - [http://status.franklin.uga.edu/](http://status.franklin.uga.edu/)
    - [https://kb.franklin.uga.edu/x/BQB0](https://kb.franklin.uga.edu/x/BQB0)
  - **UGA/EITS Systems Status Pages**
    - [http://status.uga.edu](http://status.uga.edu)
    - [https://twitter.com/uga_eits](https://twitter.com/uga_eits)
    - [https://www.facebook.com/uga.eits](https://www.facebook.com/uga.eits)
  - **USG Systems Status Page**
    - [http://status.usg.edu](http://status.usg.edu)