# 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 Request and Allocation 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>Submit a ticket</th>
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<tbody>
<tr>
<td>Help Desk</td>
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<tr>
<td><a href="http://helpdesk.franklin.uga.edu">http://helpdesk.franklin.uga.edu</a></td>
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<tr>
<td>Email</td>
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<td><a href="mailto:helpdesk@franklin.uga.edu">helpdesk@franklin.uga.edu</a></td>
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<tr>
<td>Call</td>
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<td>706-542-9900</td>
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</tbody>
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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/
- **Service Offerings**
  - https://kb.franklin.uga.edu/x/xgKIaG
- **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

### 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!