Entering a Request into the Requests and Commitments System

When it becomes necessary to enter equipment requests into the Requests & Commitments System, here are some easy steps to follow.

Eight Easy Steps for Completing Equipment Requests

1. Log into Requests & Commitments
2. Click on "Create a New Request"
3. Choose the request type
   1. College-level Allocation/Commitment
   2. Computer Lifecycle
   3. Learning Technologies Grant
   4. Student Tech Fee Base Allocation
   5. Student Tech Fee One Time Funding
4. Choose the request sub-type
5. Some sub-types may prompt you to select a configuration
6. Add the following:
   1. Description of request
   2. Quantity needed
   3. Preferred time frame
   4. Type of Request
7. Add the total amount of money needed for the request. This information can come from a quote or from a UGAcart cart provided by an IT Professional.
8. Attach any supporting documentation
9. Submit the request.

When selecting a standard configuration, some information may pre-populate.

Related articles
Page: Equipment Request and Allocation Process
Page: Entering a Request into the Requests and Commitments System
Page: Primary Computer Lifecycle Management Process
Page: Requests and Commitments (R&C)
Page: Student Technology Fee (STF) Process