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
   a. College-level Allocation/Commitment
   b. Computer Lifecycle
   c. Learning Technologies Grant
   d. Student Tech Fee Base Allocation
   e. 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:
   a. Description of request
   b. Quantity needed
   c. Preferred time frame
   d. Type of Request
7. Add the total amount of money needed for the request. This information can come from a quote or from a UGAmart 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

- Student Technology Fee (STF) Process
- Primary Computer Lifecycle Management Process
- Computer Equipment Software or Services (CESS) Process
- Equipment Request and Allocation Process
- Entering a Request into the Requests and Commitments System