The Information Technology Procurement Review (ITPR) is the process used to review technology purchases in order to ensure adherence to BOR and GSU Information Systems Use policies, determine any impact to existing infrastructure and provide advice about existing services which may already address the need reflected by the purchase.

One change has been made since implementing the ITPR form. The dollar amount for IT purchases has been reduced from over $24,999.99 to over $4,999.99. The workflow routing rules that apply to IT and software purchases over $4,999.99 are as follows:

- Department/Project Approvers will approve
- Purchasing will approve
- Central Receiving will be notified to tag item if necessary
- ITPR form must be completed

**Instructions for processing an ITPR form:**

1. **Navigation:** home/shop>shop
   Shop for IT/software items using Hosted, Punch-out or Non-Catalog. Add items to Cart.

2. **Click on the forms tab**

3. **Click View Form next to Information Technology Procurement Review**

   *NOTE: The ITPR form cannot be added to another form such as Payment Request form.*

4. **Complete ITPR form. Select Add and go to Cart. Press Go.**

5. **Notice a second line for the ITPR form has been added with a zero dollar amount.**

   - Click on Proceed to Checkout
   - Complete required sections
   - Click on Submit Requisition