



Procedure for Ordering IT equipment in NDS

- 1) Contact IT Officer when IT equipment needed.
- 2) NDS IT provides recommendation/quotes.
- 3) User completes Requisition Form, based on NDS IT quote and emails it to NDS orders
(Staff must forward, the quote from NDS IT to NDS Orders, for order verification).
- 3a) NDS Orders liaise with NDS IT where needed.
- 4) Order Sent.
- 5) Item Delivered to NDS IT to be setup, NDS IT will contact staff once item ready.