Ordering Procedures for Adobe Products

Requestor puts on a ticket with OIS to have his/her software needs evaluated



Requestor contacts
Procurement with the
recommendation and we
request a quote for the
product



The Requestor does a requisition with the information obtained from the quote



When Procurement receives the quote from the vendor, we then forward the quote to the requestor



Procurement department gets any required approvals and processes the requistion into a purchase order



Procurement places the order



When the license is available, OIS will contact the end user to arrange installation.