**IT, Media and Classroom Services Work Order Authorization**

**Work Order: Authorization Amount:**

**Print Form**

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| **2016.05.25** |

**Date:**

This form authorizes ITServices to directly bill the following speed chart for the purposes of procuring the goods and/or services indicated **on this work order**. This authorization is valid for the amount(s) shown above **before taxes and vendor surcharges.**

This may include signing Journal Vouchers, Purchase Requisitions or QReqs charged to the provided speedchart(s) on behalf of the signing authorities, or reconciling PCard transactions directly to the provided speedchart(s).

Please scan and email completed and signed forms, along with a printed copy of the quote with all requested items circled, to itservices.ubco@ubc.ca. Alternatively, paperwork can be sent via internal campus mail to ITServices Order Desk, ADM024.

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| **SPEEDCHART INFORMATION** |
| **Percentage or Amount** | **Speed Chart** | **Account** | **Department ID** | **PG Code** | **Name of signing authority** | **Signature (two signatures required for authorization amounts over $3,500)** |
| 100% |  |  |  |  |  | Must have full signing authority (as indicated in FMS) |
|  |  | Must have full signing authority (as indicated in FMS) |
| If charges are to be split across two speed charts, please provide second SpeedChart information below |
|  |  |  |  |  |  | Must have full signing authority (as indicated in FMS) |
|  |  | Must have full signing authority (as indicated in FMS) |

**COMMENTS**

**ORDER DELIVERY TIMELINES**

Most items are delivered to us within 1-3 weeks of placing your order. At that point, we will either contact you to collect it from us or we will schedule a technician to install it for you.

If you are working to a schedule and you are concerned about your order being delivered and installed on time, please contact us before you place the order. Once your order has been placed, you can check on the status of the delivery and/or installation by logging in and checking your ticket on the IT Helpdesk system.

Please note that high value or back-ordered items will likely take longer to be received and installed. Please contact us if this is of concern to you.

**SUGGESTED ACCOUNT CODES**

647339 - A/V non-assetable small items and expenses [media, bags, etc]

653000 - Computer non-assetable small items and expenses [mice, keyboards, hard drives] 653100 - Computer software

658501 - Cellular & Telecommunications [headsets, phones] 661400 - Computer repairs

810000 - Furniture

820000 - Non-computer hardware [conference phones, fax machines] 820100 - A/V equipment [cameras, projectors, large format displays]

830000 - Assetable computer hardware [desktops, laptops, monitors, printers]

PLEASE KEEP THE ORIGINAL COMPLETED AUTHORIZATION FORM FOR YOUR RECORDS