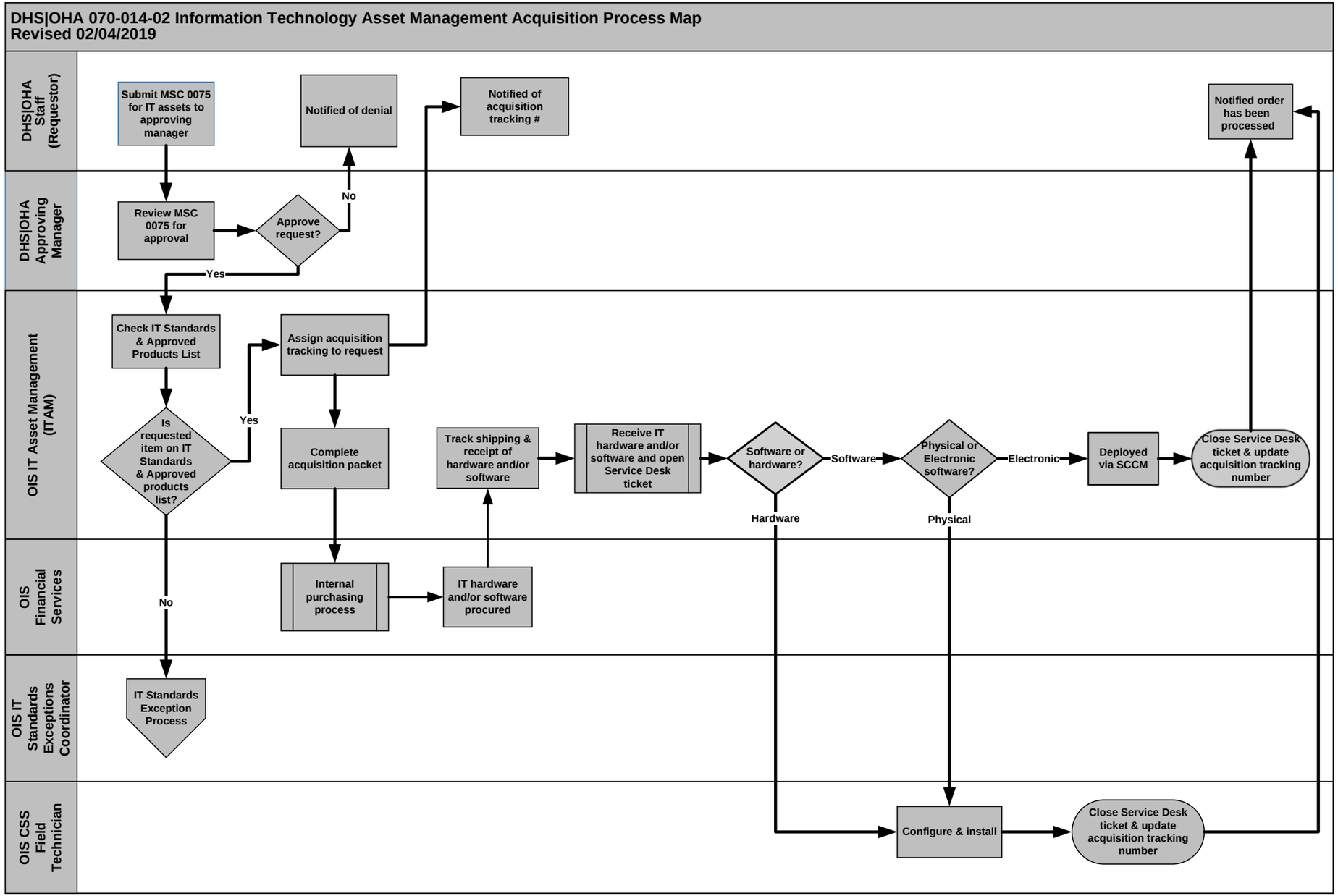
DHS|OHA 070-014-02 Information Technology Asset Management Acquisition Process Map
Revised 02/04/2019
DHS|OHA Staff (Requestor)
DHS|OHA Approving Manager
OIS IT Asset Management (ITAM)
OIS Financial Services
OIS IT Standards Exceptions Coordinator
OIS CSS Field Technician
Submit MSC 0075 for IT assets to approving manager
Notified of denial
Notified of acquisition tracking #
Notified order has been processed
Review MSC 0075 for approval
Approve request?
No
Yes
Check IT Standards & Approved Products List
Assign acquisition tracking to request
Is requested item on IT Standards & Approved products list?
Yes
Complete acquisition packet
Track shipping & receipt of hardware and/or software
Receive IT hardware and/or software and open Service Desk ticket
Software or hardware?
Software
Hardware
Physical or Electronic software?
Electronic
Physical
Deployed via SCCM
Close Service Desk ticket & update acquisition tracking number
No
Internal purchasing process
IT hardware and/or software procured
IT Standards Exception Process
Configure & install
Close Service Desk ticket & update acquisition tracking number