1. Login to GetIT and click Approve Requests. Click the request number of the order you wish to approve.

2. Enter the appropriate budget numbers. For products and services which are part of the UCIT Bundled Services Model, use GL 531423 in both the monthly and one time GL fields to prompt GetIT to show the proper charges. ONLY products and services which are included as part of the UCIT Bundled Services Model and being ordered for UC Departments included in the model should be coded with this GL.
   a. Note that the total at this point includes the standard one-time and monthly charges.
3. Click Update Costs and Accept Terms for FTE-qualified.
   a. Note that the one-time charge becomes only the cost of materials, if applicable, and the monthly costs become $0.

4. Click Approve.