

A-State Information and Technology Services

Vendor ID –50554137

Commodity codes can be

- Obtain a quote from Information and Technology Services.
- Initiate an online requisition to ASU Information and Technology Services.
- Override the default Commodity Code description with the specific description and item number of the product being ordered.
- Any additional information for line items should be entered in Item Text.
- Enter quantity and amount.
- Use Tax Group 'P' for services or "U" for purchases.
- Procurement will process the requisition and complete a purchase order.
- Procurement writes the PO number on the requisition, and then forwards the requisition and back-up documentation to Accounts Payable for payment.