How to submit a digital IT form to Facilities Services:
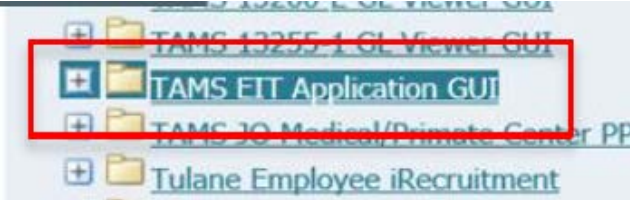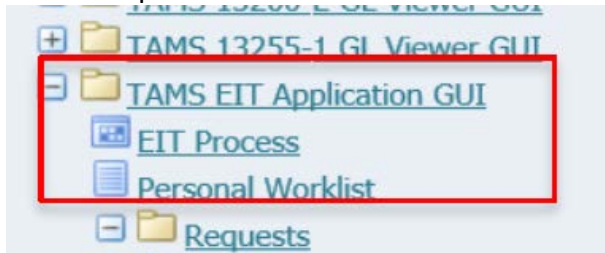
1. Using the University Electronic IT system, initiate an IT.
   https://ebs.tulane.edu

2. Select TAMS EIT Application GUI – (click the "+" sign)

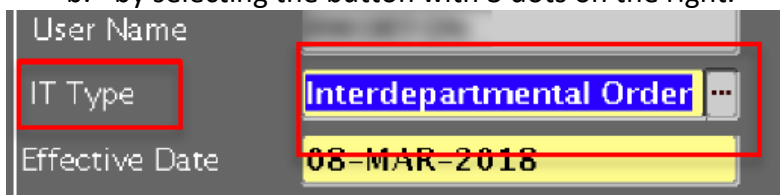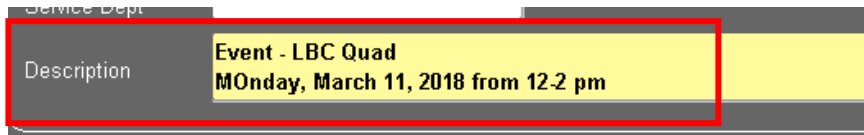

3. Select EIT process

4. Select **NEW**

5.

6. In the "IT Type" field select **Interdepartmental Order**:
   a. by either typing an I and return or
   b. by selecting the button with 3 dots on the right.

7. In the Service Dept field select:
   13211 Facilities Services
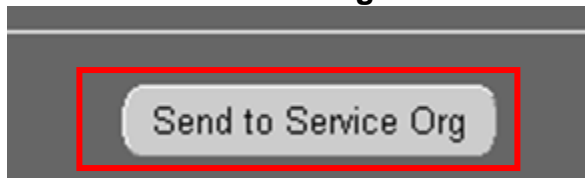   By either typing 13211 and return or
   Selecting from the list

8. In the **Description** box, include:
   a. The location for your request
   b. Contact name and phone number
   c. Any additional description you wish to describe the order
   d. If an event: please note the date, time and location of your event
   e. Resources needed: tables, chairs, electrical, trash &|or recycle cans, etc.

9. Accounting lines:
   a. In the <u>Accounting/Project field</u> enter your **account #,**
   b. in the <u>Natural Account</u> enter **8812- RECHARGE SERVICES**
   c. in the <u>line description</u> enter what you would like to appear on your budget statement
   d. The <u>debit field</u> can be left blank
   e. Do not complete the <u>credit field</u>
   (You may split the cost between multiple accounts by entering multiple lines.

10. Once you have completed your account information and other fields select "**Send to Service Org**"

Keep in mind additional approvals and routing may occur before your IT arrives at Facilities Services.

If you have not received an email from Andie Strain confirming receipt of your approved IT, please contact her with the IT number at 862-8546 or astrain@tulane.edu.

More information and full instructions on the digital IT system can be found on the
TAMS website at: https://tams.tulane.edu/content/electronic-its

Contact:
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