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. 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.

6. 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.

```
<table>
<thead>
<tr>
<th>Service Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
</tr>
<tr>
<td>Event - LBC Quad</td>
</tr>
<tr>
<td>MONday, March 11, 2018 from 12:2 pm</td>
</tr>
</tbody>
</table>
```

9. **Accounting lines:**
   a. In the **Accounting/Project field** enter your **account #**, 
   b. in the **Natural Account** enter **8812- RECHARGE SERVICES**
   c. in the **line description** enter what you would like to appear on your budget statement
   d. The **debit field** can be left blank
   e. Do not complete the **credit field**
   (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](https://tams.tulane.edu/content/electronic-its)

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