

For purchase of new equipment, please do the following steps:

1. Select a vendor. Try to use a vendor that KSU has used previously (not mandatory). For a list of SPCEET's current equipment and vendors, please visit [2025-08-06 SPCEET Equipment .xlsx](#)
2. Obtain a quote, facilities installation needs, as well as specifications from the vendor or vendor website.
3. Complete the EHS form at kennesaw.etq.com Once you login, select the waffle icon in the **upper right**, then select 'All Modules' followed by 'EHS Approvals'. After accessing the module, select '+ **New Document**' (**top left**) and **Equipment-initiate Request**. Once the form is complete, the EHS team will review and respond to your purchase.
4. If your purchase has a technology aspect, you may also need UITs approval. **What technology needs to be reviewed and approved by UITs?**
 - a. Technology hardware, including (but not limited to) computers, printers, scanners, displays, headphones, wireless presenters, webcams, audio/visual equipment such as cameras and microphones, and other technology accessories. Software not already provided standard by KSU
 - b. Software and subscriptions, Web applications, 3D printers, IT professional services, Point-of-sale (POS) devices, Hardware not listed in KSU's standard offerings, Other technology-integrated equipment. Note there is a strict 3D print purchase policy, please contact Richard Kennedy, ckenned1@kennesaw.edu, prior to any 3D printer purchase.
5. For UITs approval request, complete the [Technology Approval Form](#)
6. Once you have approval from EHS (or both EHS and UITs if needed), you can then ask your Office Manager to purchase. **Office managers**, please get facilities approval prior to purchase as well.