

Procurement proposal for devices:

The proposal form is filled in and sent to the deanship department. The deanship signs the proposal and passes it to the procurement department of the computing centre. There offers are obtained and the devices is ordered. Then a confirmation is sent to the office manager of the department. The company delivers the device to the procurement department. The device is then registered to the inventory. Subsequently the invoice is signed and sent to the procurement department of the computing centre and finally passed to the budget department. The budget department balances the invoice.