



THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

Office of the  
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*Memorandum*

To: Deans, Directors, and Department Heads

From: Marian G. Moore, Vice Chancellor for Information Technology *MGM*  
Nancy D. Suttentfield, Vice Chancellor for Finance and Administration *ND*

Subject: Information Technology Purchasing Web Site

Date: 15 May 2002

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It is with great pleasure that we announce the rollout of the Information Technology Purchasing web site. In development for over two years, this web application is designed to handle all forms of purchasing instruments (e.g. purchase orders, purchasing cards, etc.), interface directly to the University purchasing systems, provide automated tracking of all purchases, and produce comprehensive web based reports on all technology purchases for trend analysis and future budgeting purposes. The application has been extensively tested in customer locations for the last several months with extremely favorable results.

The Chancellor and Vice Chancellors have made the use of ITP mandatory for all technology purchases over \$200 beginning on July 1, 2002. During the month of June we will be holding meetings, seminars, and training on the use of the application. The interface uses the shopping basket concept (i.e. Amazon.com), since ease of use was one of the main design criteria. Therefore, very little training is necessary to master the application.