ITP Lease Change Over

**Client (Schools, Divisions or Unit)**

- Locates assets and amends list where needed.
- Talks to staff responsible for replacements.
- Updates asset list and returns form to ITP including details of requirements.
- Approves PSR (refer order procedure flow chart).

**Vendor**

- Creates and sends Purchase Order (PO) to vendor.
- Delivers assets to clients.

**ITP**

- Sends alert to client.
- Creates Purchase and Service Requisition (PSR) and sends PSR back to client for approval.
- Approves PSR (refer order procedure flow chart).

*Timelines for each step of the process have been supplied to clients for each quarter. Simply use the timeline to guide this process.*