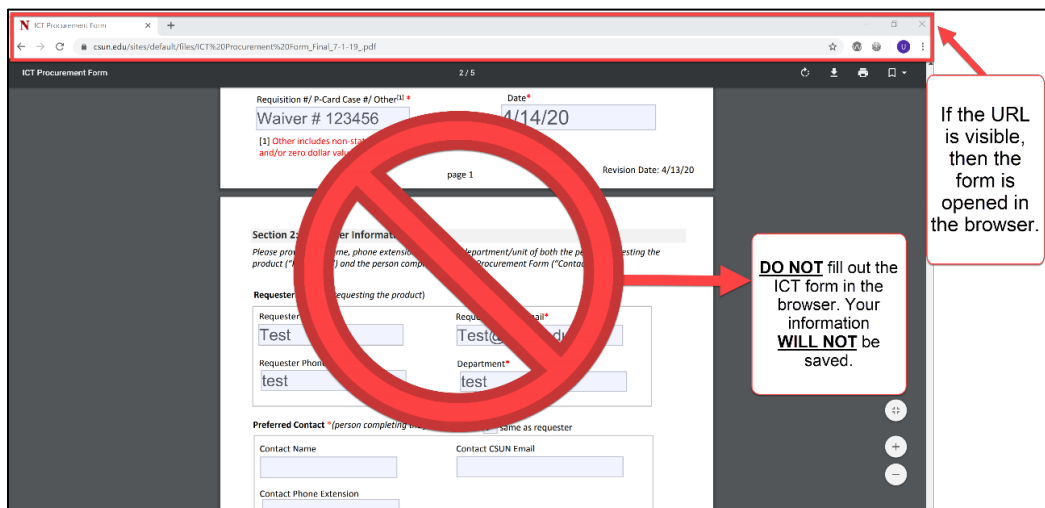


How to Fill Out and Save an ICT Form

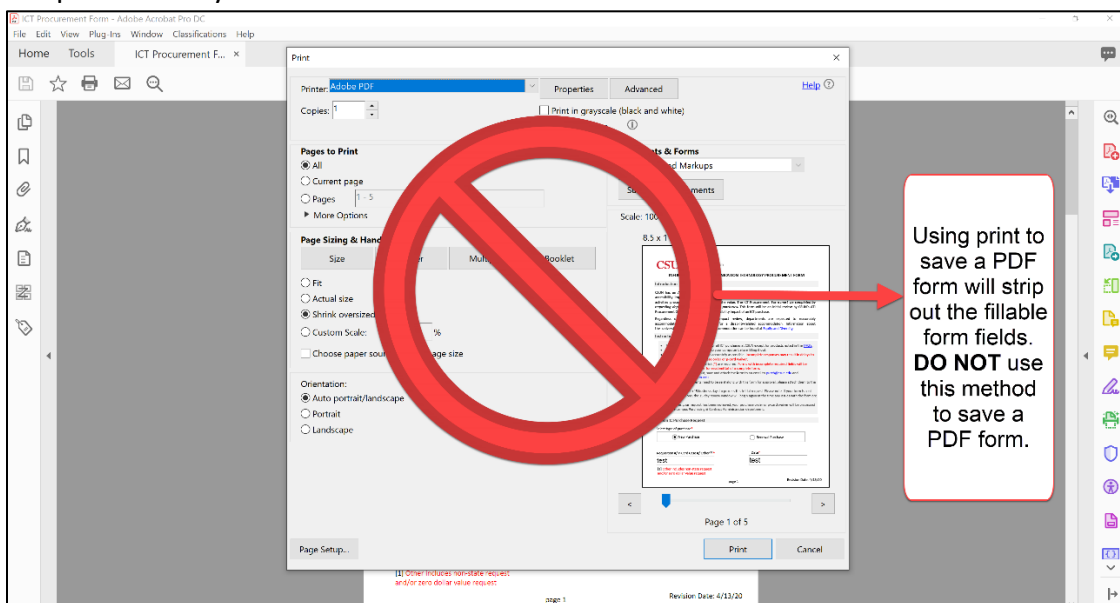
To process an ICT form in a timely manner, it is important to submit the form in the appropriate format. When submitting the form, the ICT form ***MUST*** remain as a fillable PDF. Non-fillable formats will be sent back to the requester or point of contact for resubmittal.

When filling out the ICT Form, DO NOT:

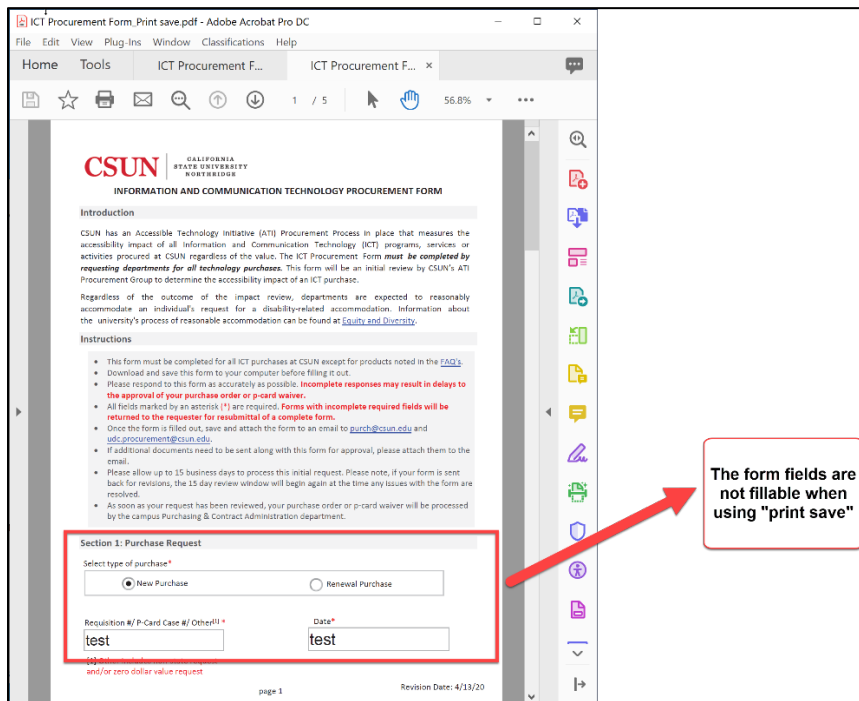
1. **Fill out the ICT form in the browser.** PDF forms are not compatible with browsers, therefore, when a form is completed and saved in the browser, the form will be saved as a blank document.



2. **Do NOT Print and Save your ICT form.** This will result in the ICT form to be saved in 'read only' format and will strip out the fillable fields. The form must remain fillable to be processed by the ATI Procurement Team.

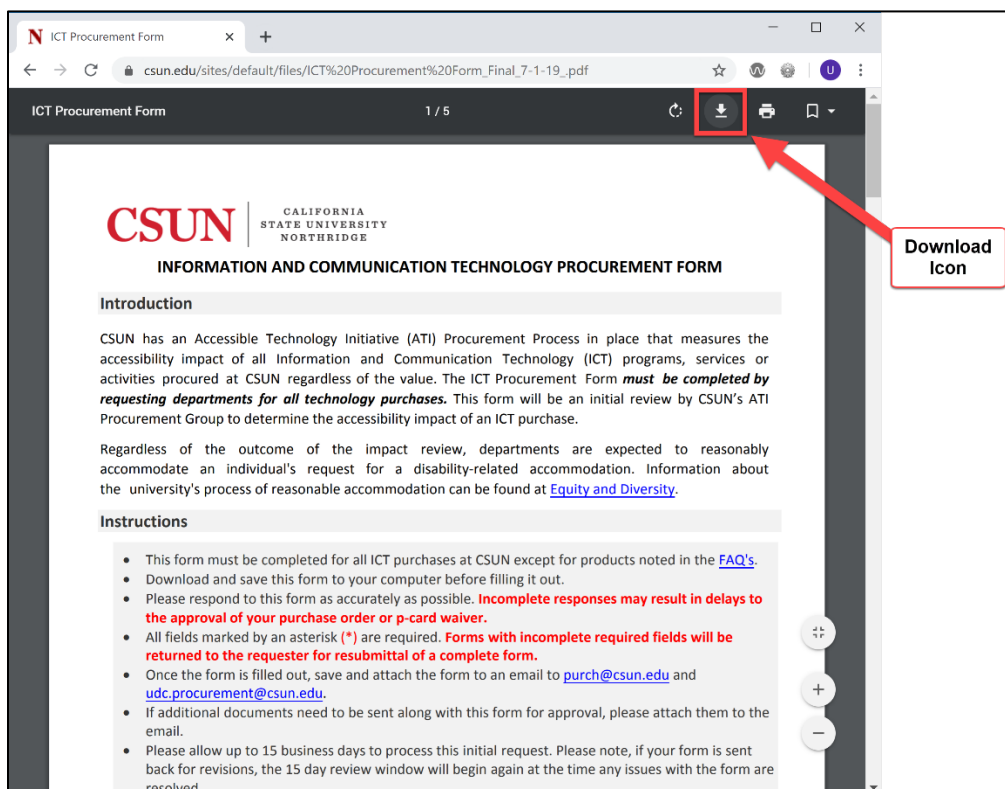


If the PDF form looks like the image below, then the document is not fillable.

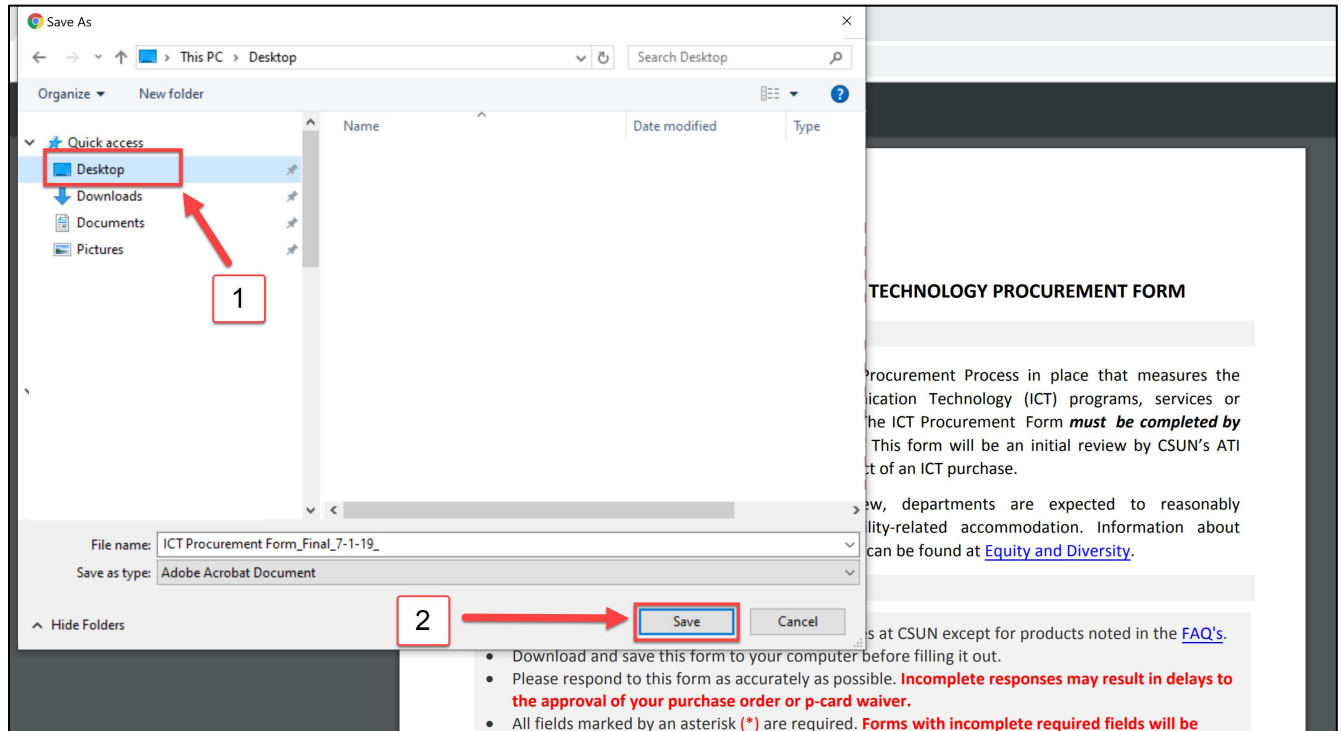


How to save a PDF form

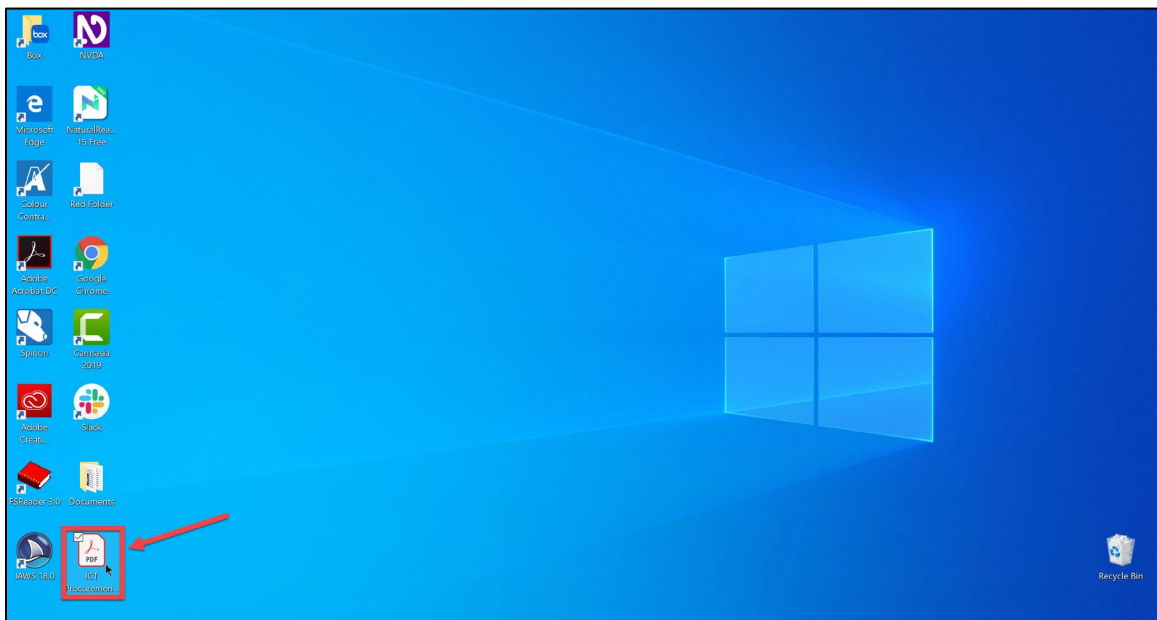
1. Open the PDF form link. If it the PDF opens in the browser, select the Download Icon. **DO NOT** fill out the form yet!



2. When the download icon is selected, the **Save As** window will appear. Go to your desktop in the window and then select 'Save'.



3. Go to your desktop and open the document.



4. Once the form opens in Adobe Acrobat Professional or Adobe Reader, you can begin filling out the form. If your document still opens in the browser, complete the steps listed under [“What if your ICT form still opens in your browser?”](#).

activities procured at CSUN regardless of the value. The ICT Procurement Form **must be completed by requesting departments for all technology purchases**. This form will be an initial review by CSUN's ATI Procurement Group to determine the accessibility impact of an ICT purchase.

Regardless of the outcome of the impact review, departments are expected to reasonably accommodate an individual's request for a disability-related accommodation. Information about the university's process of reasonable accommodation can be found at [Equity and Diversity](#).

Instructions

- This form must be completed for all ICT purchases at CSUN except for products noted in the [FAQ's](#).
- Download and save this form to your computer before filling it out.
- Please respond to this form as accurately as possible. **Incomplete responses may result in delays to the approval of your purchase order or p-card waiver.**
- All fields marked by an asterisk (*) are required. **Forms with incomplete required fields will be returned to the requester for resubmittal of a complete form.**
- Once the form is filled out, save and attach the form to an email to purch@csun.edu and udc.procurement@csun.edu.
- If additional documents need to be sent along with this form for approval, please attach them to the email.
- Please allow up to 15 business days to process this initial request. Please note, if your form is sent back for revisions, the 15 day review window will begin again at the time any issues with the form are resolved.
- As soon as your request has been reviewed, your purchase order or p-card waiver will be processed by the campus Purchasing & Contract Administration department.

Section 1: Purchase Request

Select type of purchase*

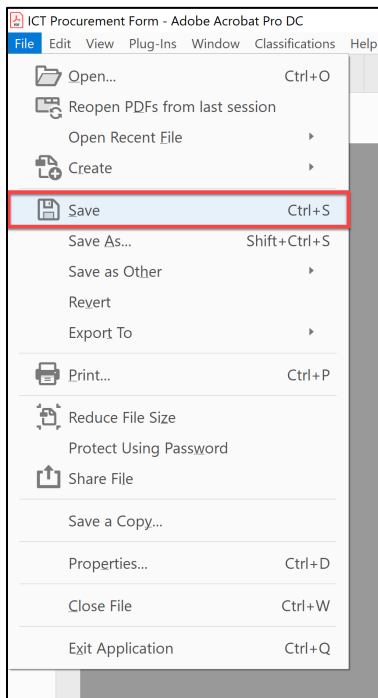
☐ New Purchase ☐ Renewal Purchase

Requisition #/ P-Card Case #/ Other(1)*

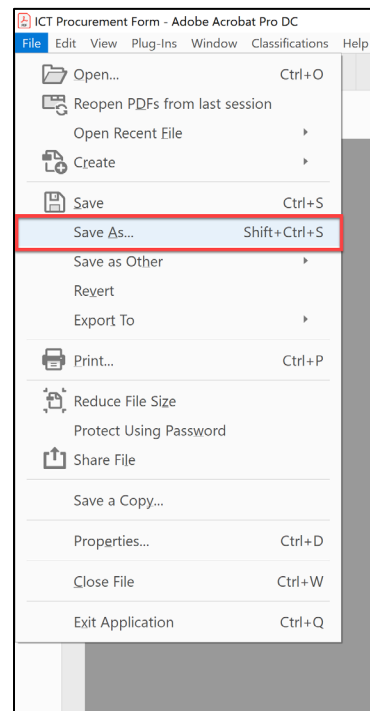
Date*

[1] Other includes non-state request and/or zero dollar value request

5. To save the filled-out form, go to **File** and Select “Save” or go to **File** and “Save As”. **DO NOT** use Print and Adobe PDF to save the form.



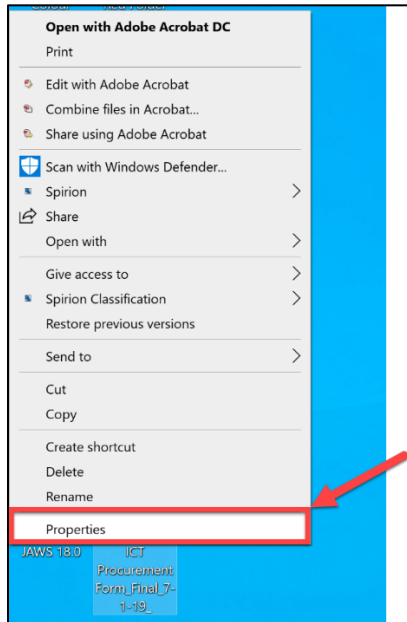
OR



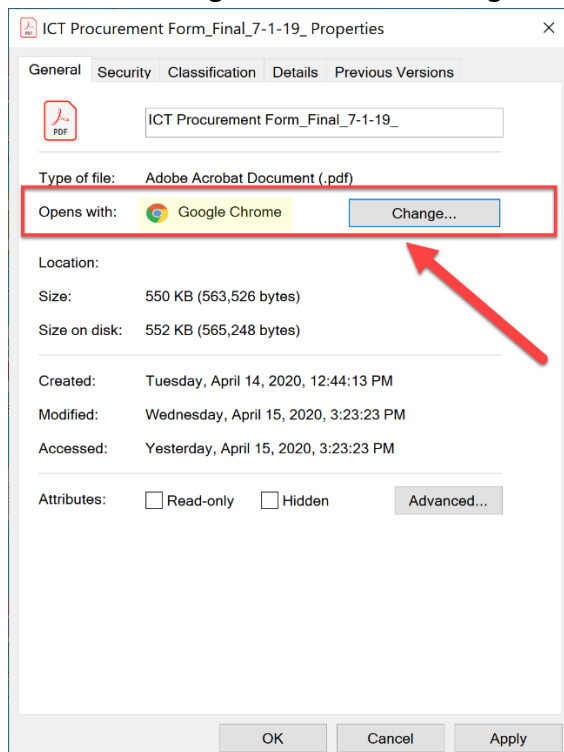
What if your ICT form still opens in your browser?

If your PDF still opens in the browser when you open the file in the desktop, you will need to adjust your file properties. To do this:

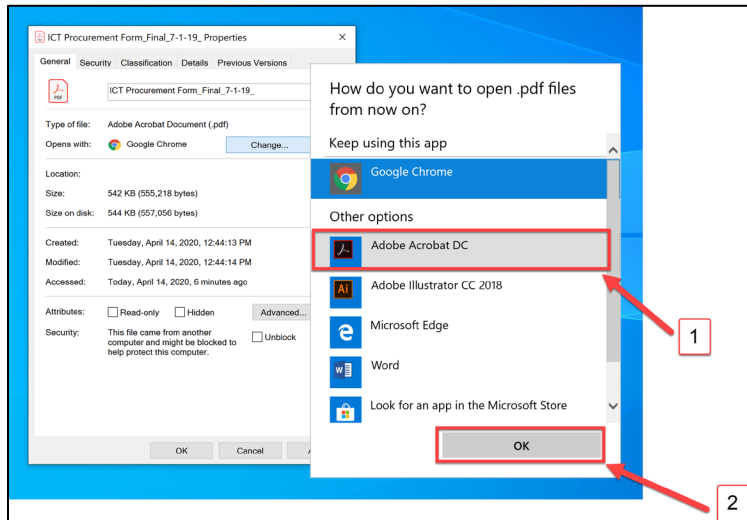
1. Right click on the file in your desktop and go to **Properties**.



2. Under **Properties** there is a section called '*Opens with*'. If this section shows a browser, it must be changed. Select the "Change" button to change this option.



3. A window with the question 'How do you want to open your .pdf files from now on?' will appear with a list of options. Select '**Adobe Acrobat DC**' or '**Adobe Acrobat Reader**'. Then select "OK".



NOTE: If you do not have Adobe Acrobat Professional or Adobe Acrobat Reader, you can download Adobe Reader for free through the Adobe website. Go to [Get Adobe Reader](#).

4. The section 'Opens With' should now show "Adobe Acrobat" (or Adobe Reader). To save this option, select the "Apply" button and then select "OK".

