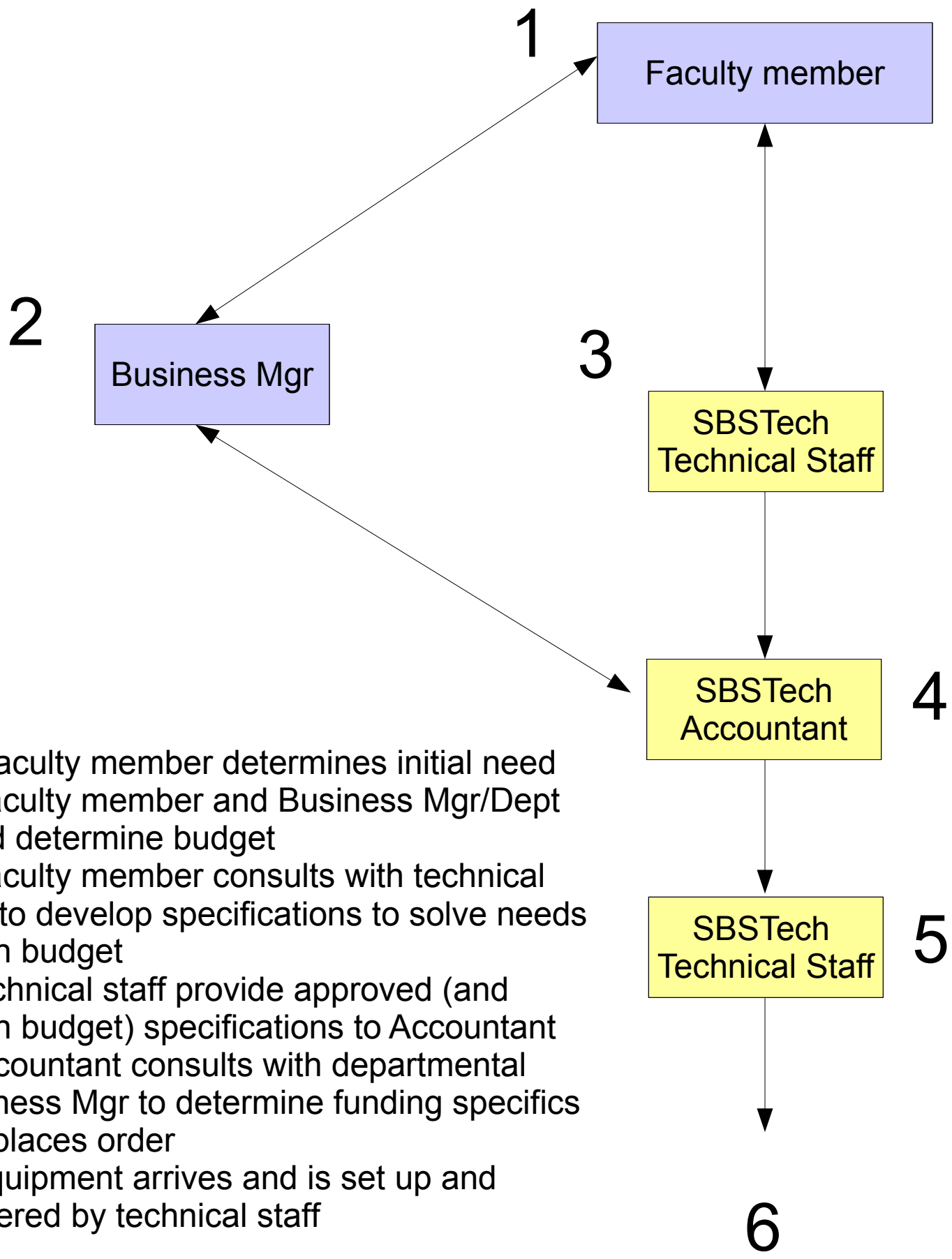
SBSTech Order Process



1. Faculty member determines initial need
2. Faculty member and Business Mgr/Dept Head determine budget
3. Faculty member consults with technical staff to develop specifications to solve needs within budget
4.Technical staff provide approved (and within budget) specifications to Accountant
5.Accountant consults with departmental Business Mgr to determine funding specifics and places order
6. Equipment arrives and is set up and delivered by technical staff