**For STATE Agencies to obtain OIT Approval:**

To obtain OIT technical approval on an IT acquisition, an agency must complete a CORE RQS with a 6-digit commodity code from the table below.

**IT Commodity Codes**

CORE is set up in the following manner regarding IT Commodity Codes, to route appropriately, an IT request must (1) have at least a six digit commodity code that falls in the realm of IT (\*see below); and (2) the dollar amount must be $5,001 in order to route to the OIT Procurement Team - less than this amount routes back to the agency purchasing office. We have discovered that some agencies put in $0 for a major IT project, then wonder why OIT Procurement doesn't know about it. (If the purchase is actually less than $5,001, use the accurate costs.)

There are three levels of IT approval on a request (IT Goods and Software; IT Services, IT Telecomm) - if a request has software and services, CORE requires two approvals from central IT. OIT has 5 working days to approve a CORE request our average is 2 days.

\*IT Commodity Codes are:

IT Goods and Software Approval Group

Comm Codes: 20400-20699; 20800-20999; 28000-28099

IT Services Approval Group

Comm Codes: 91505-91599; 91890; 92000-92099; 93900-93999; 98400-98499

IT Telecom Approval Group

Comm Codes: 72600-73099; 83800-84099; 88300-88399