

Procedure for acquisition of audio and video materials to be charged to the Department, Project or Academic Unit submitting the request:

1. Send a detailed request to the [REFS](#) specifying the item needed and the purpose of the purchase.
2. The REFS will provide a quote by the official supplier selected through a call for tender.
3. The official supplier is available for technical suggestion and to help you in choosing the right item for your needs
4. In case you obtain, for the same item, a significantly lower price than that proposed by the REFS, exceptionally the item can be purchased directly (also via the internet). In such cases please consult the responsible FO.
However, keep in mind that warranty and follow up services regarding the item can be guaranteed only for items purchased from our official supplier.
5. Request the financial commitment to the responsible FO, including: the quotation, the purpose of the purchase, the budget line and the required authorizations of your department/centre
6. If you decide to buy the item from our official supplier, after the commitment has been done, please confirm the [REFS](#) to proceed with the purchase.
7. If the material is bought through the REFS the item arrives to the onsite officer of our official supplier which, after REFS has taken care of the inventory/registration, will provide to send the material to the department/centre which requested it.