

## **Procedure for Purchases of Computers and Related Items**

In order to ensure compatibility with the campus network and support from Computer Services, the following procedure for computer related purchases has been established.

This procedure applies to the following purchases: desktop computers; hardware to be installed inside a computer case; laptop computers; laser printers; projectors and **any** computer software.

Computers and related purchases are required to be routed through Computer Services. The individual/department must contact the Computer Services office to obtain a quote and/or approval for the item(s) they wish to purchase. If the individual/department provides their own quote or list of items to purchase, they must receive an approval on the quote or list from the Network Manager or other designated member of the Computer Services staff. Failure to obtain approval from Computer Services may result in delays in processing the request.

Once the purchase has been approved by Computer Services, the individual/department must complete a purchase order (PO) request. The PO request should be routed to the approver responsible for approving purchases made by the requesting department. Upon approval by all appropriate parties, the PO request should be routed to the Purchasing Department for order placement. Orders will not be placed until all required approvals are obtained.

Credit card purchases:

- No one (outside of Purchasing) is authorized to purchase computer related items on a University credit card or procurement card.
- Any purchases of above listed items made on a personal credit card will not be reimbursed without approvals prior to the purchase.