**Mid-Year Computer/Printer Purchase Request**
**Outside of Annual Budgetary Process**

This form must be completed and approval received prior to purchase. Purchases made without requesting and receiving approval will not be approved or reimbursed. Purchases must be made using a College purchase order, in order to assure tax exemption.

**Section I. Request**

Department:_____ Make:_____

Name:_____ Model:_____

Date: _____ Cost:_____

Reason for request:

**Section II. Approval**

Account Number: _____ Date: _____
to Be Charged

Approved by: _____ (signature)
Dean of Faculty or VP, Admin. and Finance (or designate)

Hamilton Barcode #_____ (for ITS use)

☐Computer/Printer is College property and is eligible for ITS configuration, software installations, service and maintenance.

☐Computer/Printer is College property but is not eligible for ITS configuration, software installations, service and maintenance.

☐Computer/Printer is to be on the replacement plan.

- ☐ Computer 4-year cycle
- ☐ Printers 6-year cycle

☐Computer/Printer is not on the replacement plan.

☐Computer/Printer requires a separate service contract.

---

Copies to: ITS, Karen Schaffer
Purchasing Department, Irene K. Cornish
Individual

Instructions for using the **Mid-Year Computer/Printer Purchase Request Form**

Requests for new computers/printers outside of the normal budget process are not normally approved. This policy ensures that all computer requests have an equal chance to compete for available funds and that adequate ITS staffing is in place to support incremental machines. Urgent requests for computers/printers outside of the regular budget process will be handled as follows:

Persons requesting mid-year computer/printer purchases must first consult with Karen Schaffer regarding appropriate equipment. After consulting with Karen Schaffer and completing the Computer/Printer Request Form, the person requesting the computer must seek approval by signature of the Dean of Faculty or the VP, Administration and Finance. A written justification must be included to define a clear statement of need and an explanation of why the need must be met prior to the next budget year.

In the case of major purchases with significant servicing or staffing implications for ITS, the request must also be approved by the VP for IT, Dave Smallen.

Once the out-of-cycle equipment request is approved the installation will occur according to the following:

- If a computer is available (new or used) that meets the needs of the request it will be installed according to the availability of the installation team.
- ITS will try to keep a small supply of computers for this purpose outside the annual installation cycles.
- If a computer is not available the request must wait until the next installation cycle (June – August).

Purchasing and Installation Procedures

1. Computers and printers must be purchased using a College purchase order, in order to assure tax exemption (contact Irene Cornish for assistance).

2. Unless otherwise specified, ITS must coordinate the purchase and installation of the equipment.

3. Equipment that will be configured, serviced and maintained by ITS must adhere to current institutional standards. Non-standard equipment is not eligible for ITS configuration, software installations, service and maintenance.

> (Note: Specialized equipment, such as scientific instruments that are controlled by computers, need to have separate service arrangements. For this type of equipment, the box that specifies a separate service contract must be checked.)

4. In rare cases, non-standard computers/printers may be purchased for specific purposes first discussed with and approved by the division officer. In such cases, ITS will not be responsible for ordering, configuration, hardware setup, network connectivity, software installation, service or maintenance. Even in these cases, the purchase must be made using a College purchase order.

5. New Equipment must be properly tagged and added to the College inventory (contact Karen Schaffer for tagging).