

# NEW PC REQUEST FORM

Requesting Division \_\_\_\_\_ Date \_\_\_\_\_

New equipment being requested:

Qty	Item (PC, scanner, printer, server, etc.)	Suggested Manufacturer/Model	Est. Total Item Cost
ea			

(Attach additional sheet for more new equipment)...

Justification:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Funding source:  P4E     VTEA     Block Grant     CalWORKS     Other: \_\_\_\_\_

New equipment – Instructional ..... Account # \_\_\_\_\_ - 56411- \_\_\_\_\_ - \_\_\_\_\_

New equipment – Non-Instructional ..... Account # \_\_\_\_\_ - 56421- \_\_\_\_\_ - \_\_\_\_\_

Date \_\_\_\_\_ Administrator's signature \_\_\_\_\_

**OFFICE USE ONLY:**

Req'n Account No.: \_\_\_\_\_

New equipment cost : \$ \_\_\_\_\_

Other costs: \$ \_\_\_\_\_

Description of additional costs: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Information Technology Services Approval

Division standardization

Date \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



July 11, 2001

## **PROCEDURE FOR ORDERING**

### **New PCs/Computers (and related) Equipment Replacement/Upgrade PCs/Computers (and related) Equipment**

Developed by Purchasing and Information Technology Services Divisions

Effectively immediately, the quarterly computer purchase/replacement program has been eliminated and replaced with the following year-round ordering procedure:

**Instructional Computers** (those designated for use by students) will normally be replaced on a 3-year rotating cycle and processed through the Division of Information Technology Services. No requisitions, regardless of funding source, are to be submitted for any instructional computers. Submit a completed **New PC Request Form** or a **PC Upgrade/Replacement Request Form** to Information Technology Services.

**Administrative Computers** (all PCs except those used by students) will be newly purchased or replaced/updated on an as-needed, justified basis. Those desiring either purchase must complete a **New PC Request Form** or a **PC Upgrade/ Replacement Request Form**. Submit complete forms to Information Technology Services whenever a need has been identified.

Both forms are available on the Infonet homepage by clicking on the **FORMS** button, then on the **VIEW/PRINT FORMS** tab. Print forms as needed.

Please note that there are now unique object codes which must be used for computer purchase or replacement/upgrade funding.

For New PCs, use:                **-56411-** for Instructional equip.   OR   **-56421-** for Non-Instructional equip.

For Replace/Upgrade PCs, use: **-56416-** for Instructional equip.   OR   **-56426-** for Non-Instructional equip.

Information Technology Services will create and submit a requisition(s) on your behalf, following approval of your request. You may be contacted by ITS for additional information.

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Requisitions will still be accepted year round (up to the April 1, 2002 cut-off date for **all** funds) for software purchases, upgrades, software site licenses, peripheral computer supplies (surge suppressors, non-glare screens, cords, etc.)

Contact Janet Clarke, Purchasing Division, Ext. 3374 or Alex Kelley, Information Technology Services Division, ext. 3260 for additional information or assistance.