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.

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

Contact the Purchasing Division, ext. 3375 or the Information Technology Services Division, ext. 3262 for additional information or assistance.
PC UPGRADE/REPLACEMENT REQUEST FORM

Requesting Division __________________________ Date ____________

Equipment to be replaced/upgraded:

<table>
<thead>
<tr>
<th>Item (PC, printer, server, etc.)</th>
<th>Manufacturer</th>
<th>Serial #</th>
<th>ECC Tag #</th>
<th>Approx. Age</th>
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(Attach additional sheet for more replacements/upgrades)…

Reason for replacement/upgrade:
- Job functions require upgraded or replaced PC
- Frequency of repair/Always in the shop
- PC can no longer support software required
- Recommended by Information Technology Services
- Computer equipment purchased with restricted categorical funds will be replaced through the Request process
- Other: ______________________________________________

Justification: __________________________________________________________________________

Funding source: P4E  VTEA  Block Grant  CalWORKS  Other: ________
Replace/upgrade equipment – Instructional……...  Account # _____ - 56416-____ - _________ - _______
Replace/upgrade equipment – Non-Instructional ….  Account # _____ - 56426-____ - _________ - _______

Date ______________  Administrator’s signature __________________________

OFFICE USE ONLY:

Replacement/upgrade cost : $ ________________

Req’n Account No.: __________________________ Other costs: $ ________________

Description of additional costs:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Division standardization

Recycle from existing inventory  Date ________________

Information Technology Services Approval

Comments
________________________________________________________________________
________________________________________________________________________