



## **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 until to 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:

Item (PC, printer, server, etc.)	Manufacturer	Serial #	ECC Tag #	Approx. Age

(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: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Information Technology Services Approval

Division standardization  
 Recycle from existing inventory  
 Comments \_\_\_\_\_

Date \_\_\_\_\_