



PROCEDURE FOR ORDERING Information Technology Services (ITS) supported Equipment Replacement/Upgrade Computer (and related) Equipment (see below for details).

Developed by Purchasing Department and Information Technology Services Divisions

In accordance with this procedure, ITS Supported equipment are considered as any or all of the following defined herein as Computers; the following items will be required to use this process include, but are not limited to: Desktop computers, PCs, Mini Computers, Notebooks, Laptops, Tablets, Printers, software purchases, upgrades, software site licenses and the Apple equivalents, etc. Specifically excluded are mobile cellular phones such as Android or iPhones, or other personal devices and accessories. The link to this New PC Request form is:

http://www.elcamino.edu/administration/techservices/docs/PC_NEW_EQUIP_REQUEST.pdf

The following year-round ordering procedure will be used:

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 Computers Request Form or a PC Upgrade/Replacement Request Form to Information Technology Services.

Administrative Computers (all computers except those used by students) will be newly purchased or replaced/upgraded 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 completed forms to Information Technology Services whenever a need has been identified.

Both forms are available on the MyECC portal homepage by clicking on the Purchasing link on the Additional Divisions and Documents tab. The new PC Request form is at this link:

http://www.elcamino.edu/administration/techservices/docs/PC_NEW_EQUIP_REQUEST.pdf

Please note that there are unique object codes which must be used for computer purchase or replacement/upgrade funding. If an individual piece of equipment totals \$500 or more, then an equipment account code should be used for fixed asset requirements.

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 by your Division Administrator. You may be contacted by ITS for additional information. New PC Request Forms and PC Upgrade/Replacement Forms will still be accepted year round (up until the purchasing 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 Department, ext. 3376 or the Information Technology Services Division, ext. 3262 for additional information or assistance.

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:

New equipment cost : \$

Req'n Account No.:

Other costs: \$

Description of additional costs:

Information Technology Services Approval

Division standardization

Date

Comments