



SUNY BROCKPORT

TO: All Faculty & Staff

FROM: Dona M. Hazen, Director of Procurement and Payment Services,
Frank M. Wojcik, Dean for Information Resources

SUBJECT: New Procedure for Ordering Computers Using State Funds

DATE: March 26, 2007

The purpose of this correspondence is to announce a new procedure for ordering computers using State funds outside the normal ITS replacement cycle. This will include desktops, laptops, and servers. **The new policy will take effect on April 2, 2007.**

The Offices of Information Technology Services (ITS) and Procurement & Payment Services have been working together to develop an organized workflow plan that will assist departments in specifying and obtaining standardized computer equipment. This will allow for improved support services from ITS by making sure that all systems meet campus minimum requirements. It will also ensure that limited resources are spent appropriately by making sure that all systems meet minimum campus requirements, and that systems are not configured with unnecessary features that will raise the purchase price.

The new process is being supported by the College Technology Council, ITS, and Procurement & Payment Services.

The major changes that will take place with the new policy are:

- Requesters must use the new Technology Procurement System (TPS) to obtain an **approval code** for each purchase requisition prior to submitting the requisition to Procurement & Payment Services. TPS connection instructions are included with this correspondence.
- ITS staff will review each transmission and contact departments if changes are necessary to the computer specifications.
- Once approved by ITS, the ordering department and Procurement & Payment Services will be notified via email showing the appropriate approval code.
- The approval code number should be referenced on the requisition form by the ordering department when submitted to Procurement & Payment Services.
- The purchase order will be generated and delivery will be made directly to ITS.
- ITS will set-up and deliver the equipment to the ordering department.

ITS and Procurement & Payment Services appreciate your cooperation with this new process. This policy will help to ensure that your computer equipment can be properly serviced by ITS and that you are getting the best price available. Questions concerning the process should be directed to the ITS Help Desk at x5151.