Mid-Year Computer Equipment Purchase Request
<u>Outside</u> of Annual Budgetary Process

This form must be completed by the individual requesting the purchase and approved by the Dean of Faculty or Vice President of Admin & Finance (or designate) **prior** to purchase. Purchases made without requesting and receiving approval will not be approved or reimbursed. Purchases must be made using a College purchase order or corporate credit card, in order to assure tax exemption. Please read the instructions on page two of this form.

Section I. Request
To be filled out by the individual requesting the purchase.

Department:	Make:
Name:	Model:
Date:	Cost:
Statement of Need/Reason for Request:	

Section II. Approval
To be filled out and signed by the Dean of Faculty or Vice President for Admin & Finance (or designate).

Account Number: _____   Date: _____
to Be Charged

Approved by: _____ (signature)

Hamilton Barcode # _____(for LITS use)

- Computer/Printer is College property and is eligible for LITS configuration, software installations, service and maintenance.
- Computer/Printer is College property but is not eligible for LITS configuration, software installations, service and maintenance.
- Computer/Printer is to be on the replacement plan.
    - Computer 4-year cycle
    - Printers 6-year cycle
- Computer/Printer is not on the replacement plan.
- Computer/Printer requires a separate service contract.

Copies to LITS: dis@hamilton.edu
Individual submitting request

Instructions for using the Mid-Year Computer/Printer Purchase Request Form

Requests for new computers/printers outside of the normal budget process are not normally approved. This policy ensures that all computer requests have an equal chance to compete for available funds and that adequate LITS staffing is in place to support incremental machines. Urgent requests for computers/printers outside of the regular budget process will be handled as follows:

Persons requesting mid-year computer/printer purchases must first consult with dis@hamilton.edu regarding appropriate equipment. After consulting with dis@hamilton.edu and completing the Computer/Printer Purchase Request Form, the person requesting the equipment must seek approval by signature of the Dean of Faculty or the VP of Administration and Finance. A written justification must be included to define a clear statement of need and an explanation of why the need must be met prior to the next budget year.

In the case of major purchases with significant servicing or staffing implications for LITS, the request must also be approved by the VP for Libraries and IT, Joe Shelley.

Once the out-of-cycle equipment request is approved, the installation will occur according to the following:
- If a computer is available (new or used) that meets the needs of the request it will be installed according to the availability of the installation team.
- LITS will try to keep a small supply of computers for this purpose outside the annual installation cycles.
- If a computer is not available, the request must wait until the next installation cycle (June – August).

Purchasing and Installation Procedures

1. Computers and printers must be purchased using a College purchase order, in order to assure tax exemption.

2. Unless otherwise specified, LITS must coordinate the purchase and installation of the equipment.

3. Equipment that will be configured, serviced and maintained by LITS must adhere to current institutional standards. Non-standard equipment is not eligible for LITS configuration, software installations, service and maintenance.

(Note: Specialized equipment, such as scientific instruments that are controlled by computers, need to have separate service arrangements. For this type of equipment, the box that specifies a separate service contract must be checked.)

4. In rare cases, non-standard computers/printers may be purchased for specific purposes if first discussed with and approved by their division officer. In such cases, LITS will not be responsible for ordering, configuration, hardware setup, network connectivity, software installation, service or maintenance. Even in these cases, the purchase must be made using a College purchase order.

5. New Equipment must be properly tagged and added to the College inventory (contact dis@hamilton.edu for tagging).