

TO: University Community

FROM: Jeff Thompson, Vice Chancellor for Information
Technology
Jeanne Tremblay, Director of Procurement

RE: IT Purchases

DATE: February 25, 2004

A policy regarding the purchasing of information technology-related equipment went into effect in January 2004. As of that date, all PC purchases and network equipment purchases will need to be approved by Nancy Fowler (PCs) and Steve Drescher (network), respectively.

This will ensure that all PCs and network equipment are compatible with University administrative and network resources; and possess a standard configuration that improves our ability to provide support to the campus.

BEFORE CREATING A PURCHASE ORDER

Contact Nancy Fowler (for PC purchases) or Steve Drescher (for network equipment purchases) to discuss the hardware and software specifications of your purchase. Once your purchase has been reviewed, you may pass the information on to your Service Center.

CREATING A PURCHASE ORDER

When the Service Center enters the purchase order, all PC purchases must be assigned an ACCOUNT CODE of 763120 and all network equipment purchases must be assigned an ACCOUNT CODE OF 763140.

We appreciate your attention to this matter.