

## Departmental Computer Purchases - Non-Standard

This process and associated form addresses the purchase of non-standard information technology products. The University has established a standardized configuration for laptops and desktops that will fit the needs of most individuals and departments on campus. Understanding that some individuals and departments may need additional computing power, a higher-end laptop and desktop configuration standard has also been established. The University has trained support personnel in iTech to address the majority of the support needs of these configurations.

With this established standard, an individual or department may still have computing needs (precision, speed, etc.) that exceed these configurations. It is the desire of the University to meet the needs of the faculty and staff that require standard and non-standard levels of information technology equipment in an expeditious manner while maintaining the appropriate controls for which the University will be held accountable. To that end, the following business process will be utilized for the purchase of information technology products that do not comply with the standards established by the University:

1. Obtain specifications and price quote for what you want to purchase.
2. Prepare a business case explaining why it is necessary to deviate from the University standard. Please specify the functions the computer equipment must perform in order to complete your tasks explaining the differences and/or deficiencies between the model(s) you have chosen compared to the University's standard model.
3. Sign waiver letter (Appendix B) verifying your understanding that the non-standard products are not supported by iTech.
4. Submit for approval (attn: Procurement Specialist, Box # 10001):
  - Specifications
  - Price quote
  - Business case
  - Waiver of support
5. Business case may go through the IT Governance process for approval.
6. When the purchase is approved, iTech will process your request once we receive your Name, Location for Delivery, and Chart-field (Budget String to Charge).

Please let me know if you have any questions.

**Ronnie Taylor**

***Procurement Specialist***

Southern Miss - iTech

118 College Drive, Box 10001

Hattiesburg, MS 39406

**Email** – [Computer.Orders@usm.edu](mailto:Computer.Orders@usm.edu)

**Appendix B: Non-Standard IT Products Waiver Form**

To: IT Governance

From: \_\_\_\_\_

Subject: Non-Standard IT Products Waiver

I understand that:

- the list of vendors and product lines for information technology products recommended by the Southern Miss iTech Department can be obtained from the iTech web site (<http://www.usm.edu/itech/hardwarePurchase/departmentalPurchase.php>).
- individuals and/or departments seeking to purchase information technology products that are not on the recommended list must submit this waiver letter. In doing so, I acknowledge the contents of this waiver and express my desire to proceed with the purchase of the non-standard products
- vendors and product lines are chosen based on industry recognized leadership, stability, reliability and compatibility. The list of recommended vendors is limited to minimize the cost of complex multi-vendor technical support and to maximize the savings of larger volume purchases. It is also impractical (based on limited resources being appropriately used) for the university to validate the reliability of every computer manufacturer or broker who assembles PCs (a large and growing number).

There is no claim of lack of fitness or reliability being made concerning products from vendors not recommended by iTech. However, when such risk is encountered, your department assumes responsibility associated with deficiencies in compatibility, serviceability, reliability and safety including financially responsible when costs are incurred because of this selection.

My signature below acknowledges that I have reviewed the products recommended by Southern Miss iTech and have decided to proceed with and assume responsibility for the alternate selection(s) as requested in quote provided. In addition, I understand that if this equipment is to act in a server capacity, I assume responsibility and accountability for ensuring that the system is assessed regularly for vulnerabilities and that appropriate solutions to eliminate or otherwise mitigate identified vulnerabilities are implemented.

Signing this waiver letter authorizes iTech to purchase the information technology products on my behalf and charge the associated chart field listed below.

Requestor Signature		Date

Printed Name of Requestor

Next Higher Expenditure Authority Signature	Date		Chartfield to charge

Printed Name of Next Higher Expenditure Authority			Quote number to purchase

Department Name

**Do not write below this line – iTech use only**

Property Accounting Tag

Purchase requisition number
