

## Technology Purchase Exception Request

The University of Southern Mississippi's Information Technology (iTech) department has developed strategic partnership agreements with a number of technology providers. These partnerships have been established in an effort to significantly reduce the overall cost of technology ownership to the University, while providing technology that meets the requirements of our campus. These agreements provide highly discounted hardware, software and technical services, as well as support, maintenance and training. One of the key considerations in purchasing non-standard equipment is the support capability. iTech's support infrastructure is designed to provide prompt, high-quality support for recommended and standard technology purchases.

Based on previous requests, support metrics and hardware/software purchases, the University has established a standardized configuration for desktops, notebooks, classroom technology and camera systems that will fit the needs of most faculty, staff and departments on campus.

***Non-standard equipment cannot be supported at the same level due to the lack of product-specific training, technology certifications, and the exclusion of negotiated warranties and support agreements.***

It is the desire of the University to meet the needs of the faculty and staff that require standard and non-standard information technology equipment in an expeditious manner, while maintaining the appropriate controls for which the University will be held accountable. In the event a department requires a technology purchase that is outside of the defined standards, an exemption is possible. To that end, the following business process will be utilized for the purchase of information technology products that are not in line with the standards established by the University:

1. Customer to obtain specifications and a price quote for the purchase
2. Customer to complete the Technology Purchase Exemption Waiver verifying the understanding that the non-standard product(s) will have limited support by iTech.
3. Customer to submit for approval (See contact information below)
  - Specifications
  - Price quote
  - Technology Purchase Exemption Waiver
4. When the purchase is approved, iTech will process the request once the name, Location for Delivery, and Chart-field (Budget String to Charge) are received.

Vendors and product lines are chosen based on industry-recognized leadership, stability, reliability, compatibility and cost. The list of recommended vendors is limited to minimize the cost of complex multi-vendor technical support issues and to maximize the savings by purchasing in large volume.

There is no claim of lack of functionality or reliability being made concerning products and/or services from vendors not recommended by iTech. However, when such risk is encountered, the user's department assumes responsibility associated with deficiencies in compatibility, serviceability, reliability and safety, including financial responsibility when costs are incurred because of this selection.

The list of vendors and product lines for information technology products/services recommended by the Southern Miss iTech Department can be obtained from the [iTech website](#).

Faculty, staff and/or departments seeking to purchase information technology products and/or services that are not on the recommended list must submit this Technology Purchase Exemption Waiver.

Questions may be directed to:

Procurement Specialist

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

(601) 266-4190

Southern Miss - iTech

118 College Drive, Box 5181

Hattiesburg, MS 39406-0001

# Technology Purchase Exception Waiver

To: iTech  
From: \_\_\_\_\_  
Subject: Technology Purchase Exemption Waiver

There is no claim of lack of functionality or reliability being made concerning products and/or services from vendors not recommended by iTech. However, when such risk is encountered, I understand my department assumes responsibility associated with deficiencies in compatibility, serviceability, reliability and safety, including financial responsibility when costs are incurred because of this selection.

Because we are seeking to purchase technology products and/or services that are not on the recommended list, we are submitting this Technology Purchase Exemption Waiver request.

I acknowledge that

- I have reviewed the products/services recommended by Southern Miss iTech and have decided to proceed with and assume responsibility for the alternate selection(s) as found in the purchase requisition(s) listed below.
- I have reviewed the contents of this waiver and express my desire to proceed with the purchase of the non-standard products and/or services.
- Signing this waiver letter authorizes iTech to purchase the information technology products/services on my behalf and charge the associated chart field listed below.

\_\_\_\_\_  
Requestor Signature | Date

\_\_\_\_\_  
Printed Name of Requestor

\_\_\_\_\_  
Signature of Next Higher Expenditure Authority | Date | Chart-field to Charge

\_\_\_\_\_  
Printed Name of Next Higher Expenditure Authority | Quote to Purchase

\_\_\_\_\_  
Department Name

\_\_\_\_\_  
Purchase Requisition Number