

## Computer Equipment Purchase Guidelines

When making computer purchases for your county, the procedure has changed somewhat from the past. For your benefit in ordering the best equipment for your office and expediting your request, please follow the guidelines below.

- Contact the Extension Area Specialist - Information Technology or Senior IT Technologist to assist you in generating a system configuration for a computer, information on a printer or other computer related equipment. Base software will be included in the price. Additional software recommendations and prices can also be added to the systems. This will assist you in getting the best systems for your office and having the current price of the equipment.
- The system configuration will be emailed to you and the Regional Director. This information is very quick to generate and assures a complete assessment of your technology needs are being met. You will need the configuration information and price for your request. Without the correct information the order process will be slowed down.

Currently the University has a contract to purchase Dell computers and Hewlett Packard printers. Most software can be purchased through OIT (Office of Information Technology) an educational discount program.

- Your email requesting the system, system configuration and payment information will be reviewed by the Regional Director. With approval, the request is sent to the Dean's Office where the system is ordered. The system should arrive in your office in 2 - 3 weeks after the order is sent to the manufacturer. If you have not received the ordered equipment after 1 month, please contact the District Director so the order can be verified.
- When equipment is received in the county office, the County Director or Secretary should affix inventory tags to the equipment and complete **Form 571** and attach a copy of the invoice and/or itemized statement. This is notification that the equipment has been received and accepted. Copies should be sent to:
  - A copy of Form 571 and invoice should be kept for file,
  - Copy mailed to Region office
  - Copy mailed to state Information Technology department (for computers) to be added to maintenance inventory.
  - Copy mailed to Dean's Office - attention Debby Bowers

**NOTE:** Numbered inventory tags are only used for equipment valued at \$1,00 or more. Property of tags should be used for all other equipment.