

COMPUTER PURCHASE EXCEPTION PROCESS:

1. Purpose:

The purpose of the exception process is to identify and evaluate departmental needs that are not met with the standard configurations provided in the contract between the University of New Mexico and Dell Computers Inc.

2. Scope:

The exception process applies to all computers that are non-compliant to UNM's standard configurations. Purchases generated using the LoboMart Dell or Apple punchout sites are exempt from this process.

3. Description:

An exception for non-compliance MAY be granted in circumstances where a standard configuration does not meet the needs of the end-user.

4. Process:

Users needing to purchase a non-standard system or a device containing a computer must submit the Exception Request form to their Dean/Director/Dept Head for approval. The form is then sent on to HSLIC for approval by the CIO, Administration and Academic Systems. Once fully approved, **the fully signed "Purchase Exception Request for Non-UNM-Standard Computer" form must be submitted to Purchasing prior to purchase.**

Purchase Exception Request for Non-UNM-Standard Computer

A collaborative effort between UNM Information Technologies (IT) and the Health Sciences Library and Informatics Center (HSLIC) has resulted in a strategic partnership agreement between Dell Computers and the University of New Mexico. This new partnership will significantly reduce the overall cost of technology ownership to the University. The agreement provides highly discounted hardware, software, technical services, and support related to Windows based servers and workstations. UNM departments are now required to purchase from the standard configured Dell models in Lobomart or provide a request for an exception. The exception process exists solely to identify and evaluate departmental needs that are not met with the standard configurations provided in the Dell contract.

Device Usage: **Business Operations** **Research** **Other** _____

Brand and Model Number being requested under this exception (*Include quotes, with specs, for both your purchase request and a comparable Dell*): **HP** **Sony** **IBM** **Other Model** _____

Business purpose for the system:

Reason Dell standard configuration is undesirable:

Windows Operating System?: Yes No If No, what system:

Non-standard systems are not supported by the Health Science Library and Informatics Center. Please state who will be supporting the system, including system administration, updates and patches:
_____ (Responsible IT person for the support and maintenance of the workstation)

By purchasing non-standard systems, the department making the purchase is taking responsibility for the following:

- 1. Updates and patches for applications and operating systems including antivirus solutions.**
- 2. Installation of client software required to attach to UNM enterprise services such as Banner.**
- 3. All risks associated with non-compliance with #1 above. Examples include hourly costs associated with IT services for post-infection remediation, imaging of computers, repairs, and replacement parts. Department is also responsible for adhering to UNM computer policies, HSC Standards/Guidelines and State/Federal laws, including the installation and upkeep of an anti-virus client.**

Exception Approved: Yes No **Note: Exceptions are reviewed on a case-by-case basis and approvals are not automatic.**

Printed Name of Requestor / Date

Requestor's email address

Name of Requesting Department

Printed Name of Dean/Director/Department Head

Signature

**Rick Adcock
Manager, HSC Technology Support**