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 Dell contract.

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 "Purchase Exception Request for Non-UNM-Standard Computer" form must be submitted to Purchasing with your LoboMart and/or PCard requisition(s).

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 and 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.

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

Business purpose for the system:

Reason Dell standard configuration is undesirable:

Windows Operating System?: Yes ☐ No ☐ If No, what system: _____
Please state who will be supporting the system, including system administration, updates and patches:

Non standard systems are not supported by IT and HSLIC. By purchasing non-standard systems, a department is taking responsibility for the following:

1. Updates and patches for applications and operating systems including antivirus solutions. Installation of client software required to attach to UNM enterprise services such as Banner or MyReports.
2. 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, IT Standards/Guidelines and State/Federal laws, including the installation and upkeep of an anti-virus client.

- With a non-standard purchase, you can still take advantage of UNM's agreements with Microsoft and Symantec, as well as discounts from other vendors. Visit our software download site at http://it.unm.edu/swdist/ or http://it.unm.edu/download/. You may purchase the minimal OS available from your vendor and UNM IT department encourages you to download an upgrade to the most current Microsoft Operating System of Windows.

***Please do not use this form if you are a department at the Health Sciences Center. The Non-UNM-Standard Computer (HSC) form can be found at http://pcard.unm.edu/

_____
Dean/Director/Department Head Signature   Printed Name   Title   Date