

PROCEDURES FOR CONFIGURING COMPUTERS AND SECURING A QUOTE

Selection of a Computer

a. HP computers – STANDARD CONFIGURATION ONLY (no changes, no peripherals added)

- i. Review the standard specifications on the Procurement Contracts web-site.

NOTE: Speakers have been deleted from the minimum standard specification. It is STRONGLY RECOMMENDED that departments continue to use your existing speakers as they have a much longer life than CPUs.

- ii. Complete a requisition per the instructions herein.

b. HP computers – CUSTOMIZED (changes to minimum specs and/or peripherals added)

- i. Access the Preferred Vendor Contract for HP Computers at www.hp.com/buy/sfasu to review the SFA computer information.
- ii. Click the appropriate standard link: “8200 Elite Minitower”, “6360b Notebook”, or “6560b Notebook” according to your need. (Select “Desktop & All-In-One PCs”, “Laptops” or “Tablets” only if the customizable options on the standard links do not meet your needs.)
- iii. Customize the unit, and click “Add to Cart”
- iv. Review your customized unit, and click “Save Quote”
- v. Type in your email address (do not assign a name)
- vii. Click “Continue”
- vii. Click the “Submit” Button (do not assign a name)
- viii. Click “Email Quote” (you may print a copy before emailing if desired)
- ix. Enter ethridgewc@sfasu.edu in the “TO” field and the words “Computer Quote” in the “Subject” field, and any other pertinent information in the “Additional information” box and click submit.
- x. Click Continue for more shopping or exit out of the website
- xi. Complete a requisition per the instructions herein.

c. Mac Computers – STANDARD CONFIGURATION ONLY (no changes, no peripherals added)

- i. Review the standard specifications on the Procurement Contracts web-site.
- ii. Complete a requisition per the instructions herein.

d. Mac Computers – CUSTOMIZED (changes to minimum specs and/or peripherals added)

- i. Complete a requisition per the instructions herein or contact [Chuck Ethridge](mailto:ethridgewc@sfasu.edu), ext. 4472 to check pricing.

e. Other Brands of Computers

- i. Access the manufacturer’s web-site
- ii. Configure the specifications to meet or exceed the minimum Standard Configuration approved for SFA
- iii. Save a Quote.
- iv. If allowed, identify Chuck Ethridge, ethridgewc@sfasu.edu, Procurement Contracting Specialist, to receive an email of the quote. If not possible, email or fax the quote to Chuck Ethridge, fax ext. 4282.
- v. Be aware that the department will incur any additional costs related to expedited shipping.
- vi. Procurement will obtain a quote through DIR contracts from a HUB vendor, where possible
- vii. APPROVAL IS REQUIRED from the provost/vice president for academic affairs for purchases of brands other than HP or Mac.

REQUISITION ENTRY

Description

- i. Select from the following Commodity Code
 - 000P20453A – COMPUTER, PC W/MONITOR – SFA STANDARD SPECIFICATIONS
 - 000P20453C – COMPUTER, PC W/O MONITOR – SFA STANDARD SPECIFICATIONS
 - 000P20453B – COMPUTER, PC – NOT STANDARD SPECIFICATIONS
 - 000P20453B – COMPUTER, PC – NOT STANDARD SPECIFICATIONS

NOTE: It is **STRONGLY RECOMMENDED** that departments delete the **monitor** and continue to use your existing monitors as monitors have a much longer life than CPUs.

 - 000P20454C – COMPUTER, 15.6" LAPTOP – SFA STANDARD SPECIFICATIONS
 - 000P20454I – COMPUTER, 13.3" LAPTOP/NOTEBOOK – SFA STANDARD SPECIFICATIONS
 - 000P20453D – COMPUTER, IMAC 21.5" – SFA STANDARD SPECIFICATIONS
 - 000P20454J – COMPUTER, MACBOOK 13" – SFA STANDARD SPECIFICATIONS
 - 000P20454G – COMPUTER, LAPTOP – NOT STANDARD SPECIFICATIONS
 - 000P20453E – COMPUTER, MAC – NOT STANDARD SPECIFICATIONS
 - 000P20454K – COMPUTER, MAC LAPTOP/NOTEBOOK – NOT STANDARD SPECIFICATIONS
- ii. Add Line Item Text ONLY for customized units identifying the specific customization
- iii. Include the following in Document Text
 - the quote number, if there is one
 - property numbers to be replaced
- iv. Add any additional peripherals on separate lines.
- v. Add department FOAPAL information

Identifying Property Numbers for Replacement

Departments may access their department's computer records at any time through Oracle Discoverer Reports, <http://jack.sfasu.edu:7778/discoverer/viewer>. Access and assistance can be provided by the Property Manager. Two reports are available:

- i. ComputerReplace-DeptList-All
- ii. ComputerReplace-DeptList-Over4yrOld (note – this is 4 years old as of 9/1/08)

Replacement Codes on Property Records

As the Replacement process progresses, Replacement codes will be updated on the above reports as follows:

- R – Replaced with Department Funds
- X – Replacement Cycle complete
- XP – Replaced with approval by provost to keep replacement
- S – Surplus