

**PROCEDURES FOR SUBMITTING REQUISITIONS FOR COMPUTERS
to be PURCHASED WITH COMPUTER REPLACEMENT FUNDS**

Once a department has prepared a quote or received pricing from the Contracting Specialist, enter a requisition as follows to utilize Computer Replacement Funds:

a. Description – if purchasing the “Standard Configuration” ONLY (no changes)

- i. Select from the following Commodity Code
000P20453A – COMPUTER, PC W/MONITOR – SFA STANDARD SPECIFICATIONS
000P20453C – COMPUTER, PC W/O MONITOR – SFA 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” 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
- ii. It is not necessary to add any line item text; the specifications are part of the commodity
- 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.

b. Description – if purchasing a “Customized Configuration” that exceeds standard specifications

- i. Select from the following Commodity Code
000P20453B – COMPUTER, PC – NOT STANDARD SPECIFICATIONS
000P20453E – COMPUTER, MAC – 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.
000P20454G – COMPUTER, LAPTOP – NOT STANDARD SPECIFICATIONS
000P20454K – COMPUTER, MAC LAPTOP/NOTEBOOK – NOT STANDARD SPECIFICATIONS
- ii. You MUST ADD LINE ITEM TEXT listing the specifications
- 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.

c. FOAPAL Information

- i. The Computer Replacement Fund to be used is 130473.
- ii. If you use an index to begin your FOAPAL entry, the index will have to be cleared before you can update the Fund.
- iii. The maximum amount allowed from the Computer Replacement Fund is as follows:
\$775 for PCs

\$1222 for Macs

- iv. Complete the requisition.

d. 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)

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

I – Ineligible for replacement with HEF Replacement Funds

L – Loan (see Information/Instructions Regarding the Use of Replacement Funds)

N – Will never be replaced

X – Replacement Cycle complete (no longer eligible for replacement with Replacement Funds)

S – Surplus (no longer eligible for replacement with Replacement Funds)