

## IT Purchasing FAQ

### Requisition:

Name your requisition – Department\_Individual it is for.

Justification/Comments: include department, building, room number if possible.

When creating your requisition: In the “Attention field” please enter your name as the requester or who the items are for or the dept. Best practice is “LProal\_IT\_Classrooms”

### Purchase Orders:

Any good or item that is intending to be purchased needs to be submitted into ePro, approved, budget checked and have a PO established and signed by the buyer prior to ordering the good/item. If there is not a PO established beforehand – an invoice will need to be paid via a Request for Payment form and sent directly to Accounts Payable.

### Account Number:

July 1, 2015 we will be moving to shared accounts with the Board of Regents. Please pay attention to account numbers when you enter a request.

714100 – Supplies & Material Expense

714114 – IT Equipment (ex. Laptops, printers, desktops, displays etc)

715100 – Repairs and Maintenance

727110 – Other Operating Expense – Registration

727120 – Other Operating Expense Subscriptions

727130 – Other Operating Expense – Dues, Membership and Registrations

733100 – Software

751109 – IT Consultant

### Category/NIGP Codes:

Always use this to double check a category/nigp code. They are releasing 70 new technology codes in September.

NIGP Link

[http://doas.ga.gov/state\\_purchasing/FAQ#3](http://doas.ga.gov/state_purchasing/FAQ#3)

Remember if it is a service it starts with a “9”.

### Common Information Technology Codes are:

20310 Battery

20367 – Surge Protector

20413 cables

20416 Chips: Accelerator, Graphics, Math Co-Processor, Memory (RAM and ROM), Network, SIMMS, etc.

- 20432 Drives, External (Jump Drives, Flash Drives, etc.)
- 20448 keyboards
- 20460 Computer display Monitor
- 20468 Peripherals, Miscellaneous: Joy Sticks, Graphic Digitizers, Light Pens, Mice, Pen Pads, Trackballs, Secure I.D. Access Cards, Headsets and Microphones, etc.
- 20476 Printer, Inkjet (not recommended)
- 20488 Scanners, Document: Handheld, Desktop and High Volume
- 20489 Scanners and Readers, Magnetic Strip
- 20490 Scanners and Readers, Optical Character and Magnetic Type:

## **Quotes/Invoices:**

Quote or Invoice must be attached to purchase request in eprocurement. If this is a state contract that must be reflected on the quote/invoice. Please also note the contract number in "justification/comments".

## **Format of attachments:**

- x Quotes/Invoices need to be in .pdf format.

## **State Contracts:**

- x Statewide Contracts – reference can be looked up in Georgia Marketplace.

## **Quotes:**

Email [itquotes@valdosta.edu](mailto:itquotes@valdosta.edu)

Include in your email any requirements you have to help our team quote correct equipment.

Need to contact IT Purchasing:

[itpurchasing@valdosta.edu](mailto:itpurchasing@valdosta.edu)

375 9220

## **Computer/Ipad Purchases:**

- x Obtain a quote from Information Technology
- x HP – DO NOT USE THE CATALOG – pricing changes monthly.
- x Apple – obtain a quote from Information Technology as we can obtain educational pricing.
- x If the computer/laptop is environmentally certified indicate this in the description. i.e. Energy Star Certified or compliant.

## **Ipads:**

You must use a VSU email.

Data Plans – you must obtain a VSU data plan through Telecommunications.

Do not activate iCloud.

When ordering indicate who the iPad is for.

## **Webhosted Software and Software:**

SAAS Form must be filled out.

Check here for the form:

- x A business purpose form needs to be filled out to reflecting:  
Will this new software/service collect, process, store or transmit the following types of data:  
(Bank Card Info (PCI), Health Records (HIPAA), Consumer Financial Info (GLB), Family Education Rights and Privacy Act (FERPA)  
Student Information (FERPA), VSU Sensitive Data), Data that falls under Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Electronic Communications Privacy Act (ECPA).
- x Business Purpose forms can be found here:  
<http://www.valdosta.edu/administration/it/procurement/forms1.php>

### **Software and iPad app requests:**

- x Software Requests – need to indicate user and computer id tag #
- x iPad app requests need to indicate user and email.
- x If there is an **agreement** to be signed it must go through **Contract Management** first.
- x Software and Maintenance and Renewals – indicate term and use the unit of measure as “YR”.
- x All renewals must have the term on the quotes and

These type of purchases will be a charge back on your VoIP phone bill.

#### **Printer Repair:**

- x Put in a work order to have your printer looked at.
- x IT will know if the printer is still under warranty (HP printers usually come with a 1 year warranty. Some printers you purchased, you purchased a service contract.)

If you need printer repair:

Put in a service request with:

- x Indicate Printer model number and serial number.
- x Obtain the printer part number that needs to be ordered.
- x You will receive an email with that part number. Save this email and attach to your pcard statement and log.
- x Set up an account with "printer works". <http://www.theprinterworks.com/>
- x Charge this to your dept pcard.
- x Order through Printer Works. When the parts come in submit a service request through the Help Desk to have the part installed.

#### **Desktop Receiving:**

All IT items now are received by ITReceiving.

All non IT items are received by the Warehouse.

Need to check and see if a Purchase Order has been received?

Email: [itrecieving@valdosta.edu](mailto:itrecieving@valdosta.edu)

Contact info:

IT Purchasing – 375 9220 [ITpurchasing@valdosta.edu](mailto:ITpurchasing@valdosta.edu)

IT Quotes – [ITQuotes@valdosta.edu](mailto:ITQuotes@valdosta.edu)