

Purchasing Procedure – Technology (Personal Computers)

Subject:	Personal Computers – Technology Products; Personal Computers (PCs) and Devices including Desktops, Laptops, Tablet Computers and Apple Inc. Products
Applies to:	All UKANS and KURES business transactions for all units reporting to the Lawrence Campus
Funds Impacted:	All Funds (KU, KUCR and KUEA)
Authority:	KU Purchasing Policy dated March 6, 2013
Effective Date:	May 2, 2014, Updated June 4, 2014
Summary:	Effective May 2, 2014 all Standard Personal Computers (PCs) shall be purchased from the approved list of preferred and/or mandatory suppliers using the KU Procure to Pay System (KUPPS).
Definitions:	Personal Computers (PCs) and Devices: Desktop Personal Computers, Laptop Personal Computers, Tablet Devices, Apple Inc. Products including MacBook Notebooks, iMac & Mac Pro Desktop Models, iPad Models, iPod Models. (Smart Phones and other Mobile CID services purchased are to follow the Mobile Communication & Information Devices Policy .)
Scope Defined:	Standard PCs have been identified by a campus Technology Hardware / Software Committee and will be updated as campus needs change and needed technology advances become available. These Standards and Preferred Suppliers are posted on the Purchasing web page under Mandatory Contracts and Preferred Agreements .
Categories:	Desktop Personal Computers – Technology Standards Laptop Personal Computers – Technology Standards Tablet Computers – Technology Standards Apple Inc. Products – KU Bookstore Tech Shop
Process Instructions:	Desktop & Laptop Personal Computers are to be ordered via KUPPS via the DELL Catalog Apple Products are to be ordered via KUPPS from the KU Bookstore – Tech Shop Tablet Computers are to be ordered via KUPPS For Exceptions, comments explaining the circumstances of the transaction shall be included on the KUPPS Purchase Order, KUPPS Check Request or P-Card reconciliation.
Exceptions:	An exemption is defined as the procurement of, or the anticipated procurement of, any hardware that does not conform to the standards. There are two (2) primary types of exceptions to the standards: <ol style="list-style-type: none">1. Hardware that is mandated as a condition of a specific funding source, a mandated equipment system requirement or a mandated product defined in a grant.2. A compelling business need that is beneficial to the department, research, the university and depending on the nature of the deviation from the standard, ensures the integrity of the equipment or system associated with the requested exception.
Apple Products	Purchases of Apple Products are to be based on Business Needs and approval is at the discretion of the department or research organization.
Assistance:	Contact Purchasing Services by phone at 4-5800 or via email purchasing@ku.edu .