

CNU FACULTY/STAFF REQUEST TO PURCHASE NON-STANDARD COMPUTER EQUIPMENT

Any CNU staff or faculty member who believes that his or her technical requirements are not met by the University's standard computer options may submit a request to ITS using the "Standard Technology Exemption" form and attaching supporting documentation, if applicable.

Note: Requests to add more computer storage, memory, or processing power to the standard computing options, can be accommodated through the standard ordering process.

For an approved non-standard purchase:

- All university IT and Security Policies will remain in effect. The approved exception will be only for the specified equipment and is not a blanket exception for any or all equipment used by the faculty and staff members.
- Compatibility issues will be the responsibility of the staff member making the non-standard purchase.
- Post-warranty hardware support (e.g., costs of hardware repair after the warranty has expired) will be the responsibility of the requester's department.
- A separate Exemption form must be submitted for each distinct purchase.

Exemptions will only be granted prior to the purchase of an item.

Request Form

The included form should be filled out completely. If needed, please attach any supplemental information such as product specification sheets, price quotes, etc. It is up to the requester to provide all information required for a complete understanding of the need.

Best Practices

This exemption process has been set up to meet the unique technical requirements of CNU faculty and staff that may not be addressed by current university equipment standards. Exemptions are based on technical merit and how it relates to teaching, research, and/or service, not on personal preferences.

Justifications

Justifications should avoid arguments related to initial purchase price, personal opinions of one brand or supplier over another, or other non-technical issues such as design, packaging etc. Specific adaptive or ergonomic requirements can also be detailed in the petition.

Process Summary

1. A faculty/staff member completes the request form, obtains approval through the supervisor and/or department chair/head, and submits the form along with any needed supporting documentation to directly to the CIO.
 - a. Academic purchases must be routed through the Academic Affairs Budget Analyst and must have the Provost's signature.
2. The CIO will (a) approve the request and send it to ITS for processing, or (b) deny the request and notify the area VP or Provost. The decision of CIO is final.
3. ITS will approve the request and process the order.

CNU IT Services

Standard Technology Exemption Form

Requester's Name	
Department	
Phone	
Email address	
Date Submitted	
Account # or ETF Purchase	
Dept. Chair/Head Approval (signature)	
Academic Affairs Budget Analyst (Required for Academic Departments)	
Provost Approval (Required for Academic Departments)	
CIO Approval (signature)	
What is the business reason for the exemption request? (Please circle one and provide a brief explanation) • Security •Research •Grants •Regulations •Accessibility •Other Explanation:	
General Description of Requested Equipment: (Please include/attach product technical specification sheets, price quote with warranty)	
Technology Requirements: Include reason(s) why selected equipment is required over University-supported models. What functionality or capabilities does the requested equipment provide that the standard equipment offering does not?	
Why is this additional functionality/capability needed for your teaching, research, or service?	