



## Waiver of Standards for Computer Purchases

The Standards for Faculty/Staff/Computer Labs workstations apply to all computer purchases. When technical requirements and/or functionality warrant, a waiver of the standards may be granted. The granting of waiver requires coordination of IT Services, Purchasing Office and approval of the requester's Dean and Lee College President. When a waiver is granted, the purchaser must include in the purchase price a service/maintenance contract for a minimum of 3 years. The service/maintenance contract must be maintained as long as the computer remains in service.

### I. Request for Waiver

Requester's Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Division/Department: \_\_\_\_\_ Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

**A. I REQUEST A WAIVER OF THE ESTABLISHED STANDARDS FOR COMPUTER WORKSTATIONS FOR THE FOLLOWING TECHNICAL OR FUNCTIONAL REASONS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. I WISH TO PURCHASE THE FOLLOWING COMPUTER THAT DOES NOT MEET THE ESTABLISHED STANDARDS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purchase price: \$ \_\_\_\_\_ Cost of 3 year service contract: \$ \_\_\_\_\_

Requestor's Signature: \_\_\_\_\_

### II. Technical or System Considerations (completed by I.T.)

**A. CAN THESE TECHNICAL OR FUNCTIONAL NEEDS BE FULFILLED BY PURCHASING A COMPUTER THAT MEETS THE CAMPUS STANDARDS? \_\_\_\_\_ YES \_\_\_\_\_ NO**

**B. PURCHASE OF THIS COMPUTER HAS THE FOLLOWING IMPLICATIONS FOR SYSTEMS OR NETWORKING SUPPORT, COMPATIBILITY, ETC.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved: \_\_\_\_\_ Director, Information Technology

### III. Budget Considerations (completed by Dean)

\_\_\_\_\_ The cost of the 3-year service contract will be covered by the department budget.

\_\_\_\_\_ The cost of the 3-year service contract will be covered by the college or division budget.

**Waiver approved** \_\_\_\_\_ **Waiver not approved** \_\_\_\_\_

**Dean Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**President Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Completed Copies to: **Requestor, Dean, President, Purchasing and I.T.**  
**(I.T. WAIVER – 082404)**