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? ______Y______N

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)