

COMPUTER HARDWARE PURCHASE GUIDE
12.16.2022

Guide to purchasing items that have been pre-approved: see pages 1-4.
Guide to purchasing items that have not been pre-approved: see pages 5-7.

GUIDE TO PURCHASING ITEMS THAT HAVE BEEN PRE-APPROVED - PURPOSE

Foundation has partnered with University's Information & Communication Technology Department (ICT) to improve compliance and ensure that the I.T department can provide support for hardware and software items purchased with Foundation funds.

Historically, Foundation acted independently, which made it difficult for I.T. to determine what computer hardware and software items were being purchased and determine if there was a need for specific Foundation support. This guide is to document the procedures for purchasing computer hardware and to ensure that University I.T can assist Foundation employees and customers with computers purchased with Foundation funds.

STEP 1: ITEM SELECTION AND OBTAINING A QUOTE

Foundation has created a standardized list of approved computer hardware (“pre-approved items”) to facilitate the purchasing process. Please review the list below.

Description	Unit Price
MacBook Pro 13" (16GB) - Space Grey	\$ 1,700
AppleCare+ for MacBook Pro 13" - Cost per Year	\$ 150
HP Monitor EliteDisplay EliteDisplay E243i	\$ 265
Mokin Mini Hub for MacBook	\$ 30
iPad mini 5th Gen. - Space Grey (Wi-Fi only)	\$ 399
AppleCare+ for iPad mini 5th Gen. - Cost per Year	\$ 100
Apple iPad Pro Kit: iPad Pro 12.9" (Wi-Fi only), Magic Keyboard, & Pencil	\$ 1,500
AppleCare+ for iPad Pro - Cost per Year	\$ 150
Dell Laptop Package: Latitude 7420 (2-in-1) 14" Laptop (16GB), 24" Monitor U2421HE, & Docking Station WD19TB	\$ 2,100
Dell Desktop Package: Optiplex 5090 Micro+Dell 24" Monitor- P2422H + Dell Micro All-in-One Stand	\$ 1,244
Dell Desktop 7060 Micro	\$ 750
Dell 24" Monitor	\$ 198

**Pricing may not be the same as it is based on the market value at the time of purchase.*

To request a quote for any of the listed pre-approved items, email University Director of I.T., Service Management, [Farhad Mansouri](#), informing him the quote is for a Foundation account along with the item description and quantity needed. It is key to mention the quote is for a Foundation account as the correct organization will need to be referenced on the quote for future billing.

Once the University Director of I.T., Service Management obtains the quote, he will email the quote to you to include with your Purchase Order documents for Step 4. The University Director of I.T., Service Management will also inform you if the items are in stock with the University or if they will need to be ordered directly from the vendor by the Foundation Procurement Administrator. This information will help in completing Step 2.

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STEP 2: COMPLETE THE PURCHASE ORDER REQUEST FORM

Complete the [Purchase Order Form](#).

- If the items are in stock with the University, please follow the sample template provided on the next page. For orders over \$10,000, you do not need to provide multiple bids. Simply complete the sole source justification section of the [Purchase Justification Form \(page 2 of the Purchase Order Form\)](#) noting that the order is going through the University.
- If the items are not in stock with the University, please complete the Purchase Order Form accordingly. For Section 2 of the Purchase Order Form, enter the vendor's information using the quote provided to you. For orders over \$10,000, since the items are not in stock with the University and are already on our pre-approved list, you do not need to provide multiple bids. Simply complete the sole source justification section of the [Purchase Justification Form \(page 2 of the Purchase Order Form\)](#) noting that the items are pre-approved by the University and Foundation and are being ordered through the vendor as they are not in stock with the University.

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STEP 3: COMPLETE THE FIXED ASSET ACQUISITION FORM

Complete the [Fixed Asset Acquisition Form](#).

Because the items are pre-approved, you do not need to complete the Technology Procurement Request that is linked on the Fixed Asset Acquisition Form. Please note, the Fixed Asset Acquisition Form is still required.

STEP 4: SUBMIT YOUR DOCUMENTS

Once Steps 1-3 are complete, submit your Purchase Order form with the quote provided by the University Director of IT, Service Management and the Fixed Asset Acquisition form to cf@csudh.edu.

STEP 5: PICKUP AND PAYMENT

Pick-Up: Foundation I.T. or University I.T. will reach out to you once your computer is ready for pickup.

Payment:

For items in stock with the University, University Accounts Payable will send you an invoice. Sign the invoice and submit it to the appropriate account representative based on the [Accounting Contact List](#).

For items ordered directly from the vendor by the Foundation Procurement Administrator, the vendor will send the invoice to Foundation Accounts Payable at foundationap@csudh.edu. The assigned account representative will send you a request to have the invoice signed to process payment. If the invoice is sent directly to you by the vendor, please have the invoice signed and submit it to the appropriate account representative based on the [Accounting Contact List](#).

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Dell Desktop 7060 Micro	\$ 750
Dell 24" Monitor	\$ 198

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For items not listed as pre-approved, please ask the University Director of I.T., Service Management, [Farhad Mansouri](#), for assistance in obtaining a quote from Dell, Apple, or CDW. It is key to mention the quote is for a Foundation account as Foundation will need to be referenced on the quote for future billing. If a different vendor is chosen from the previously mentioned ones, please reach out directly to the vendor directly to request a quote.

Please note that an individual item (unit price) cannot exceed \$5,000. The order can total over \$5,000 as long as each individual piece is under this threshold. For unit prices over \$5,000, please contact [Farhad Mansouri](#).

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STEP 2: ICT APPROVAL AND VERIFYING VENDOR IS IN OPERATING SYSTEM

Submit a [Technology Procurement Request](#) for approval to ICT. Upload your quote with the request obtained in Step 1.

Please note, the following is a list of I.T items that DO NOT require ICT approval.

Mice	Chargers
Charge Carts	Projectors
Webcams	Surge Protectors
Headphones	Speakers
Monitors	Microphones
Uninterruptible Power Supply (UPS)	Keyboards
Keyboard Covers	

If the vendor is not going to be preferred vendors Dell, Apple, or CDW, email the Foundation Procurement Administrator at cf@csudh.edu to confirm if the vendor is in the Foundation’s Operating System. If they are not, the vendor will need to complete and submit a [Foundation Vendor Data Record Form](#) before the PO can be processed.

STEP 3: COMPLETE THE PURCHASE ORDER REQUEST FORM

Once you receive the approval email from the ICT Technology Procurement Request, have obtained a quote, and have confirmed the vendor has completed the Foundation Vendor Data Record form or is in Foundation’s Operating System as a vendor, complete the [Purchase Order Form](#).

If your order is over \$10,000, complete the [Purchase Justification Form \(page 2 of the Purchase Order Form\)](#). You will need multiple bids or have completed the sole source justification section of the form.

STEP 4: COMPLETE THE FIXED ASSET ACQUISITION FORM

Complete the [Fixed Asset Acquisition Form](#).

You do not need to complete the Technology Procurement Request again that is linked on the Fixed Asset Acquisition Form. The Technology Procurement Request Form would have been completed in Step 2. Please note, the Fixed Asset Acquisition Form is still required.

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STEP 5: SUBMIT YOUR DOCUMENTS

Once Steps 1-4 are complete, submit your Purchase Order Form with the quote, Fixed Asset Acquisition Form, and the approval email from the ICT Technology Procurement Request to cf@csudh.edu.

STEP 6: PICKUP AND PAYMENT

Pick-Up: Foundation I.T. or University I.T. will reach out to you once your computer is ready for pickup.

Payment: The vendor will send the invoice to Foundation Accounts Payable at foundationap@csudh.edu. Your assigned accounts payable representative will send you a request to have the invoice signed by an authorized account signer to confirm receipt of items and to process payment. If the invoice is sent directly to you by the vendor, please have the invoice signed and submit it to the appropriate accounts payable representative based on the [Accounting Contact List](#).