PROHIBITED COMPUTER-RELATED ITEMS

Cardholders may use their Procurement Card to purchase laptops or desk top computer systems only in small increments of one or two per order. Orders for more than two computers should be processed on a requisition through Contracts and Procurement.

Laptops and desk top computers can only be purchased from the Titan Shops and cannot be picked up by the cardholder. The computers will be delivered to Shipping and Receiving for inventory purposes and will then be delivered to the cardholder.

Purchases of other system types (e.g., servers, PDA, etc.) and network hardware (e.g., router, wireless equipment, Ethernet hub/board, etc.) are prohibited. Contact the Procurement Card Program for special consideration if necessary.

This is to ensure campus-wide compatibility of computer item purchases with IT requirements and current IT equipment, and the proper identification of the IT items as an asset.