Purchasing Desktop Computers, Laptops, Software, or Tablets with Research Foundation Funds

If purchasing a Campus recommended Dell or Apple Desktop, Laptop, or Tablet
(Campus recommended items can be found at https://support.csuchico.edu/TDClient/KB/ArticleDet?ID=8727)

Step 1 Open a ticket with Information Technology Support Services (ITSS) at https://support.csuchico.edu/TDClient/Home/ requesting a quote for a desktop, laptop, or tablet.

Step 2 After you receive your quote from ITSS, complete a Purchase Order Request Form (http://www.csuchico.edu/resp/formspoltravel/form/poreq.xlsx). ITSS will include a quote for the Cost Recovery Fee which will need to be paid via a Charge Authorization Form (CAF) to ITSS. DO NOT include the cost (dollar amount) of the Cost Recovery Fee on the Purchase Order Request.

Step 3 E-mail the completed Purchase Order Request Form and your quote to The Office of Research and Sponsored Programs (RESP) at fdnporeq@csuchico.edu. Please e-mail any questions regarding the purchase to RESP.

All desktop, laptop and tablet devices must have a completed property inventory form (http://www.csuchico.edu/resp/formspoltravel/form/propinv.docx) attached to the Purchase Order Request Form and the ITSS quote. In addition, if the item(s) will be used off campus, or checked out to be used at a different location, then the Off-Campus Use of Foundation Property form (http://www.csuchico.edu/resp/formspoltravel/form/foundationoffcampususe.doc) must be completed and attached. E-mail the Purchase Order Request Form, the ITSS quote and the appropriate property inventory forms to RESP at fdnporeq@csuchico.edu.

Step 4 After the Purchase Order Request Form is processed and completed by RESP, the resulting signed Foundation Purchase Order will be e-mailed to the requestor. The Foundation Purchase Order and quote must be submitted to either Dell or Follett by the requestor. The Research Foundation Information Technology Department (RFIT) can place the order with either Dell or Follett on behalf of the project if desired.

Step 5 Submit a CAF to ITSS for the Cost Recovery Fee.

Step 6 IF RFIT places the order on behalf of the project an order confirmation will be e-mailed to the requestor and ITSS.

Step 7 Campus Property Management will notify RFIT, ITSS, and the project when the item is received on campus. After processing the item will be delivered based on the instructions from the Foundation Purchase Order.
Purchasing a non-Campus recommended Desktop, Laptop, Tablet, Software, or Digital Service

(Campus recommended items can be found at https://support.csuchico.edu/TDClient/KB/ArticleDet?ID=8727)

Step 1  Open an IT Procurement Review (ITPR) ticket with Information Technology Support Services (ITSS) at https://support.csuchico.edu/TDClient/Requests/ServiceDet?ID=10028. You will need to obtain a Voluntary Product Accessibility Template (VPAT) http://teachingcommons.cdl.edu/access/procurement_process/documents/VPAT_GUIDE.doc from the vendor. You may also need to complete a Security Data Requirements Checklist (http://www.csuchico.edu/isec/documents/security-data-req-checklist.pdf) if protected or confidential data will be collected or on the device.

Step 2  After you receive your ITPR approval from ITSS, complete a Purchase Order Request Form (http://www.csuchico.edu/resp/formspoltravel/form/poreq.xlsx). If purchasing hardware ITSS will provide the project with a quote for the Cost Recovery Fee.

Step 3  E-mail the completed Purchase Order Request Form and the ITSS approval and CRF quote to The Office of Research and Sponsored Programs (RESP) at fdnporeq@csuchico.edu. Please e-mail any questions regarding the purchase to RESP.

All desktop, laptop and tablet devices must have a completed property inventory form (http://www.csuchico.edu/resp/formspoltravel/form/propinv.docx ) attached to the Purchase Order Request Form and the ITSS quote. In addition, if the item(s) will be used off campus, or checked out to be used at a different location, then the Off-Campus Use of Foundation Property form, (http://www.csuchico.edu/resp/formspoltravel/form/foundationoffcampususe.doc) must be completed and attached. E-mail the Purchase Order Request Form, the ITSS quote and the appropriate property inventory forms to RESP at fdnporeq@csuchico.edu.

Step 4  After the Purchase Order Request Form is processed and completed by RESP the resulting signed Foundation Purchase Order will be e-mailed to the requestor. The Foundation Purchase Order and quote must be submitted to the vendor. If the project is purchasing the item or software directly and requesting a reimbursement check, RESP must be contacted prior to the purchase. All ITSS quotes and approvals must be attached to the check request.

Step 5  Submit a Charge Authorization Form (CAF) to ITSS for the Cost Recovery Fee (for hardware purchases only).

Step 6  IF RFIT places the order on behalf of the project an order confirmation will be e-mailed to the requestor and ITSS.

Step 7  Campus Property Management will notify RFIT, ITSS, and the project when the item is received on campus. After processing the item will be delivered based on the instructions from the Foundation
Purchase Order. If the item is to be received directly by the project Property Management (x5176 or property@csuchico.edu) much be contacted.
If purchasing Software by Check Request

**Step 1** Open an IT Procurement Review (ITPR) ticket with Information Technology Support Services (ITSS) at [https://support.csuchico.edu/TDClient/Requests/ServiceDet?ID=10028](https://support.csuchico.edu/TDClient/Requests/ServiceDet?ID=10028). You will need to obtain a Voluntary Product Accessibility Template (VPAT) [http://teachingcommons.cdl.edu/access/procurement_process/documents/VPAT_GUIDE.doc](http://teachingcommons.cdl.edu/access/procurement_process/documents/VPAT_GUIDE.doc) from the vendor. You may also need to complete a Security Data Requirements Checklist ([http://www.csuchico.edu/isec/documents/security-data-req-checklist.pdf](http://www.csuchico.edu/isec/documents/security-data-req-checklist.pdf)) if protected or confidential data will be collected.

**Step 2** After you receive your quote/approval from ITSS, submit your request to the vendor for purchase.

**Step 3** For Check Request Reimbursement complete a Research and Sponsored Programs (RESP) Check Request Form. If you do not have a Check Request Form, contact RESP. Attach receipt and ITSS quote/approval to the Check Request Form and submit to RESP for processing. If required documents/approvals are not attached to the check request, RESP will contact the project for completion.

**Step 4** If vendor sends hard media for the software, Campus Property Management will notify RFIT, ITSS, and the project when the item is received on campus. After processing the item will be delivered based on the instructions from the project. If the item is to be received directly by the project Property Management (x5176 or property@csuchico.edu) must be contacted.
**If purchasing Software by Purchase Order**

**Step 1** Open an IT Procurement Review (ITPR) ticket with Information Technology Support Services (ITSS) at [https://support.csuchico.edu/TDClient/Requests/ServiceDet?ID=10028](https://support.csuchico.edu/TDClient/Requests/ServiceDet?ID=10028). You will need to obtain a Voluntary Product Accessibility Template (VPAT) [http://teachingcommons.cdl.edu/access/procurement_process/documents/VPAT_GUIDE.doc](http://teachingcommons.cdl.edu/access/procurement_process/documents/VPAT_GUIDE.doc) from the vendor. You may also need to complete a *Security Data Requirements Checklist* ([http://www.csuchico.edu/isec/documents/security-data-req-checklist.pdf](http://www.csuchico.edu/isec/documents/security-data-req-checklist.pdf)) if protected or confidential data will be collected.

**Step 2** After you receive your quote/approval from ITSS, complete a *Purchase Order Request Form* ([http://www.csuchico.edu/resp/formspoltravel/form/poreq.xlsx](http://www.csuchico.edu/resp/formspoltravel/form/poreq.xlsx)).

**Step 3** For Purchase Order Requests e-mail the completed *Purchase Order Request Form* and your quote/approval to The Office of Research and Sponsored Programs (RESP) at fdnporeq@csuchico.edu. Please e-mail any questions regarding the purchase to RESP.

**Step 4** After the *Purchase Order Request Form* is processed and completed by RESP the resulting signed *Foundation Purchase Order* will be e-mailed to the requestor. The *Foundation Purchase Order* and quote must be submitted to the vendor.

**Step 5** If RFIT places the order on behalf of the project an order confirmation will be e-mailed to the requestor and ITSS.

**Step 6** If vendor sends hard media for the software, Campus Property Management will notify RFIT, ITSS, and the project when the item is received on campus. After processing the item will be delivered based on the instructions from the project. If the item is to be received directly by the project Property Management (x5176 or property@csuchico.edu) must be contacted.
FAQ and Definitions

When do I Contact ITSS? – ITSS must be contacted for ALL Desktop Computers, Laptops, Tablets, Software and Digital Services purchases using Foundation Funds. This includes computers and devices, software and other digital services that will be used on and off campus, whether or not they are connected to the campus network. This includes gifts/awards/tools for students, participants and other IT purchases that will be used off campus, but being purchased using Foundation Funds.

CAF – Charge Authorization Form – This to account for charges the Foundation (or other entities) are being charged by CSU, Chico. The CAF is a “ticket” that alerts stateside accounting to invoice the Foundation for various services and purchases made on campus. This includes, but is not limited to Cost Recovery Fee, telephone charges, printing and postage. CAF (forms) may be found at the department providing the service. There will be forms available at the RESP office or you can get them from Financial Services in Kendall 210 (530-898-5103).

Cost Recovery Fee – This cost recovery fee was put in place as a result of the information security audit in 2015. One of the findings in that audit was related to the fact that we (as a campus) were not properly managing our desktop/laptop computers, including patching, antivirus, and surplusing. In order to address that finding, ITSS was tasked with the responsibility of the asset lifecycle of desktops and laptops from purchase to disposal. All computers need to be purchased through ITSS, enrolled in our management systems (SCCM for PCs, and Casper for Macs), transferred between departments via ITSS, and surplused through ITSS once they are no longer needed. The cost recovery fee was added to help fund this significant increase in workload - Scott Kodai - Manager, IT Support Services

Digital Service – this includes, but is not limited to, subscriptions to software platforms, software, cloud services, download services, and other subscriptions where data or information is stored, downloaded or other internet services.

ITSS – Information Technology Support Services (itss@csuchico.edu 530-898-4357)

ITPR – Information Technology Procurement Review

RESP – Office of Research and Sponsored Programs (530-898-5700)

RFIT – Research Foundation Information Technology Department (rf_it@csuchico.edu 530-898-5606)

VPAT – Voluntary Product Accessibility Template