

IT Purchasing FAQ

Requisition:

Name your requisition – Department_Individual it is for.

Justification/Comments: include department, building, room number if possible.

When creating your requisition: In the “Attention field” please enter your name as the requester or who the items are for or the dept. Best practice is “LProal_IT_Classrooms”

Purchase Orders:

Any good or item that is intending to be purchased needs to be submitted into ePro, approved, budget checked and have a PO established and signed by the buyer prior to ordering the good/item. If there is not a PO established beforehand – an invoice will need to be paid via a Request for Payment form and sent directly to Accounts Payable.

Account Number:

July 1, 2015 we will be moving to shared accounts with the Board of Regents. Please pay attention to account numbers when you enter a request.

714100 – Supplies & Material Expense

714114 – IT Equipment (ex. Laptops, printers, desktops, displays etc)

715100 – Repairs and Maintenance

727110 – Other Operating Expense – Registration

727120 – Other Operating Expense Subscriptions

727130 – Other Operating Expense – Dues, Membership and Registrations

733100 – Software

751109 – IT Consultant

Category/NIGP Codes:

Always use this to double check a category/nigp code. They are releasing 70 new technology codes in September.

NIGP Link

<http://doas.ga.gov/state-purchasing/FAQ#3>

Remember if it is a service it starts with a “9”.

Common Information Technology Codes are:

20310 - Battery

20367 – Surge Protector

20413 - cables

20416 - Chips: Accelerator, Graphics, Math Co-Processor, Memory (RAM and ROM), Network, SIMMS, etc.

20432 Drives, External (Jump Drives, Flash Drives, etc.)

20448 keyboards

20460 Computer display Monitor

20468 Peripherals, Miscellaneous: Joy Sticks, Graphic Digitizers, Light Pens, Mice, Pen Pads, Trackballs, Secure I.D. Access Cards, Headsets and Microphones, etc.

20476 Printer, Inkjet (not recommended)

20488 Scanners, Document: Handheld, Desktop and High Volume

20489 Scanners and Readers, Magnetic Strip

20490 Scanners and Readers, Optical Character and Magnetic Type: Bar Code, Remittance Scanner/Processors, Point of Sale Scanners, etc.

20532 Drives, External (Jump Drives, Flash Drives, etc.), Environmentally Certified Products

20535 Drives, Hard/Fixed Disk, Environmentally Certified Products

20553 Microcomputers, Desktop or Tower based, Environmentally Certified Products

20554 Microcomputers, Handheld, Laptop, and Notebook, Environmentally Certified Products

20560 Monitors, Color and Monochrome (CGA, VGA, SVGA, etc.), Environmentally Certified Products

20577 Printer, Laser (Energy Star)

20614 Cables: Printer, Disk, Network, etc.

20687 Servers Micro/Mini/Mainframe Computer

20734 Covers and Enclosures (Acoustical and Protective) (For Equipment)

20775 Projection Devices and Accessories: Smart boards, Panels, etc.

20811 Tablet apps - Application Software, Microcomputer

20827 Communications: Networking, Linking

28545 Lamps, Projector

20854 Internet and Web Site Software for Microcomputers

53046 Cases, computer, tablets, notebooks, mp3 players

84010 Antennas and Accessories: Amplifiers, Brackets, Masts, Mounts, Rotators, Standoffs, etc. (Television Only)

80340 Microphones and Related Equipment (Wireless Systems): Chestsets, Earphones, Handsets, Headphones, etc.

84062 Television Receivers, Wide Screen, Projection Type

88011 Audio Visual

91551 Information Highway Electronic Services (Internet, Ethernet, World Wide Web, Virtual Tours to Include Construction Renderings, etc.)

92003 Application Service Provider (ASP) (Web Based Hosted)

92005 Application, Infrastructure, Hosting and Cloud Computing Services

96286 Transportation of Goods and Other Freight Services

93921 Computers, Data Processing Equipment and Accessories (Not Word Processing Equipment), Maintenance and Repair (Apple Care and HP Service Warranty as defined by State Contract.)

Note: Most IT codes will fall within 204, 205, 208.

Pay Attention to the 3 digit category first and then the 5 digit.

Quotes/Invoices:

Quote or Invoice must be attached to purchase request in eprocurement. If this is a state contract that must be reflected on the quote/invoice. Please also note the contract number in “justification/comments”.

Format of attachments:

- Quotes/Invoices need to be in .pdf format.

State Contracts:

- Statewide Contracts – reference can be looked up in Georgia Marketplace.

Quotes:

Email itquotes@valdosta.edu

Include in your email any requirements you have to help our team quote correct equipment.

Need to contact IT Purchasing:

itpurchasing@valdosta.edu

375-9220

Computer/Ipad Purchases:

- Obtain a quote from Information Technology
- HP – DO NOT USE THE CATALOG – pricing changes monthly.
- Apple – obtain a quote from Information Technology as we can obtain educational pricing.
- If the computer/laptop is environmentally certified indicate this in the description. i.e. Energy Star Certified or compliant.

Ipads:

You must use a VSU email.

Data Plans – you must obtain a VSU data plan through Telecommunications.

Do not activate iCloud.

When ordering indicate who the iPad is for.

Webhosted Software and Software:

SAAS Form must be filled out.

Check here for the form: <http://www.valdosta.edu/administration/it/procurement/forms1.php>

EVerify:

If work is to be done on campus over 2500.00 EVerify form is needed.

External Storage Devices:

- Flash Drives/External HardDrives must meet state compliance.

- A business purpose form needs to be filled out to reflecting:
Will this new software/service collect, process, store or transmit the following types of data: (Bank Card Info (PCI), Health Records (HIPAA), Consumer Financial Info (GLB), Family Education Rights and Privacy Act (FERPA) Student Information (FERPA), VSU Sensitive Data), Data that falls under Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Electronic Communications Privacy Act (ECPA).
- Business Purpose forms can be found here:
<http://www.valdosta.edu/administration/it/procurement/forms1.php>

Software and iPad app requests:

- Software Requests – need to indicate user and computer id tag #
- iPad app requests need to indicate user and email.
- If there is an **agreement** to be signed it must go through **Contract Management** first.
- Software and Maintenance and Renewals – indicate term and use the unit of measure as “YR”.
- All renewals must have the term on the quotes and in the request comments.

PCard Purchases:

- Obtain IT pre-approval.
- You will be given permission to purchase.
- You will be asked to send the receipt to IT along with the chart fields you are charging.
- You will then receiving an approval email that must be attached to your pcard statement and log.

NOTE: An invoice for a good/item after it has already been ordered is not eligible to paid on a pCard.

VoIP Equipment Purchases

Service Requests

Service requests can be made for different issues such as: new lines, phone repairs, phone upgrades, etc.

How to place a service request:

In order to request a new telephone line, make changes/repairs to an existing phone line, or get technical assistance:

1. Sign into VSU Service Desk using your computer login username and password.
2. Pan over the Telecommunications Services Forms folder on the left.
3. Select the VoIP Phone Request Form.
4. Complete and submit the form.

Your request should be processed within two (2) business days.

Do NOT use eprocurement for these purchase requests.

Need a quote for VOIP equipment, call 375-9220 or email commsys@valdosta.edu

These type of purchases will be a charge back on your VoIP phone bill.

Printer Repair:

- Put in a work order to have your printer looked at.
- IT will know if the printer is still under warranty (HP printers usually come with a 1 year warranty. Some printers you purchased, you purchased a service contract.)

If you need printer repair:

Put in a service request with:

- Indicate Printer model number and serial number.
- Obtain the printer part number that needs to be ordered.
- You will receive an email with that part number. Save this email and attach to your pcard statement and log.
- Set up an account with “printer works”. <http://www.theprinterworks.com/>
- Charge this to your dept pcard.
- Order through Printer Works. When the parts come in submit a service request through the Help Desk to have the part installed.

Desktop Receiving:

All IT items now are received by ITReceiving.

All non-IT items are received by the Warehouse.

Need to check and see if a Purchase Order has been received?

Email: itrecieving@valdosta.edu

Contact info:

IT Purchasing – 375-9220 ITpurchasing@valdosta.edu

IT Quotes – ITQuotes@valdosta.edu