



PC Procurement Policy Grant of Variance

Requestor: _____

CSU ID of PC/Laptop Owner: _____

Department: _____

Equipment being requested:

Manufacturer: _____

Type: (ex. Laptop, Desktop) _____

Model:

Purpose of Equipment:

Source of Funding:

(See other side for Terms and Conditions of this variance)

I, the undersigned, understand and agree to the following terms and conditions of variance from the PC procurement policy:

1. The original purchase of a PC is only 20% of the PC's cost of ownership to the university. The balance of the cost is in software, maintenance, and break/fix support over the useful life of the equipment. You are accepting full responsibility for the care, repair and maintenance of the machine you are purchasing. **This means you are taking responsibility to purchase and install any software you require.**
2. You are accepting the responsibility for the disposal and replacement of your equipment after 4 years.
3. You are accepting full responsibility for managing and supporting your equipment. Any and all "break/fix" support will be provided by your department. This includes virus remediation, software installs and any software upgrades/updates.
4. Non-standard equipment purchased through this variance cannot be converted to administrative use later in its useful life. You are accepting the responsibility of enforcing this rule for your equipment.
5. Any software you order must be both ordered and installed by your department. This includes drivers, operating systems, utility software (Java for example), and application software.

Variance requested by: _____ CSUID: _____ Date: _____

Approved by Chair/Department Head: _____

Note: Approval by the Chair/Department Head implies departmental responsibility for the equipment in the event that the requestor is no longer associated with the university.

(For IS&T use only)

Variance to the PC Procurement Policy:

Approved _____ / Denied _____

Procurement Policy Manager: _____ Date: _____