

UNIVERSITY OF WASHINGTON, BOTHELL

POLICIES AND PROCEDURES MANUAL

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COMPUTER PURCHASES

3.8

REV 04/05

Finance and Administration

425.352.3330

OVERVIEW

Computer purchases at UWB generally follow the same procurement guidelines as any other purchase. The purchase order and eProcurement processes may be used to buy computers. An additional approval, however, is necessary for computers as outlined below.

POLICY

Prior to initiating a computer purchase, a department **MUST** consult with the Information Systems (IS) department at UWB to insure the preferred computer will be compatible with existing systems and infrastructure. The consultation must be documented before starting the procurement process.

PROCEDURE

The following procedures are to be followed for computer purchases at UWB:

1. Departments must contact the IS Help Desk and provide information on the preferred computer and its required specifications. If a prospective computer has not been selected, just the specifications can be given to the Help Desk personnel and they will attempt to locate a computer that meets the needs of the department at a competitive price.
2. After IS has confirmed the compatibility of the computer, the department must attached the IS approval (which will typically be in the form of an email) to any purchasing documents.
3. Departments may then follow the normal procurement procedures. For information related to purchase orders, refer to Administrative Services Policy and Procedure 3.2, Purchase Orders. For information related to eProcurement purchases, see Administrative Services Policy and Procedure 3.5, eProcurement.

Note that the computers available through the Dell portion of [eProcurement](#) are at prices negotiated by the University and Dell. Because the prices are already at competitive rates, there is no competition or sole source documentation requirement when buying computers from the Dell portion of eProcurement. Computer peripherals are also available from the Dell portion of eProcurement.



ADDITIONAL INFORMATION

Purchasing and Stores eProcurement Information:

<http://www.washington.edu/admin/purchstores/stores/eprocurement/phase2/index.html>

CONTACT INFORMATION

[F&A Purchasing Coordinator](#) – 425.352.5260

[F&A Manager](#) – 425.352.3330