**ITS Computer Purchase Tips and Guidelines – 2018/2019**

**CNRS Purchase Request Procedure**

* Begin this process before your new hire (who will need a computer) starts.
* File a ticket with humboldt.edu/ithelp to request an e-quote or to request a Dell Premier account so you can browse and create your own e-quotes. The University only purchases Dell and Apple computers.
* Fill out the CNRS Computer Purchasing [Form](http://www2.humboldt.edu/cnrs/images/uploads/CNRS_Computer_Purchasing_Form_2016.17_Revised_fixedChoices(1)_.pdf)
* Send the form and the e-quote to cnrs-cac@humboldt.edu for approval
* Once your purchase request is approved, send the e-quote to your preferred HSU buyer for your department. See you Department Coordinator for assistance.

**Policy Update**

* + Personally-owned devices are not permitted to be registered on the campus wired network. Wireless access is available.
  + Exceptions to the policy come from ITS Information Security Officer, Josh Callahan.

**Moving Computers from Faculty/Staff Use to Student Use**

* An Information Technology Consultant (ITC) must take the computer to have it be reformatted before any faculty/staff computer can be repurposed for student use.

**Filing Tickets**

* + I’ve been asked to concentrate more on supporting the campus labs
  + Please go to humboldt.edu/ithelp instead of direct phone calls or emails