The Hardware and Software Standards for Faculty and Staff computers apply to all computer purchases. When technical requirements and/or functionality warrant, a waiver of the standards may be granted. The granting of a waiver requires coordination of the Dean or Vice President of the college/division of the requestor and approval of Information and Technology Services. When a waiver is granted, the purchaser must include in the purchase price a maintenance service contract for a minimum of 3 years. The maintenance service contract must be maintained as long as the computer remains in service.

I. Request for Waiver

Requester's Printed Name: __________________________ Date: __________
Department: __________________________ Telephone: __________________________

A. I request a waiver of the established standards for faculty or staff workstations for the following technical or functional reasons:

________________________________________________________________
________________________________________________________________
________________________________________________________________

B. I wish to purchase the following computer that does not meet the established standards (http://www.mnsu.edu/its/started/standards):

________________________________________________________________
________________________________________________________________

Purchase price: $__________ Cost of 3 year service contract: $__________

C. I understand that by submitting this request I agree that:

1. If the machine is purchased from the Campus Computer Store and is under warranty then hardware repair issues can be supported on campus, otherwise it is not supported (http://www.mnsu.edu/its/started/standards).

2. No other support will be provided by ITS including software installation/troubleshooting, connecting to internet/MavDisk or any other non-hardware issues.

Requestor's Signature: __________________________ Date: __________
II. Budget Considerations (completed by Dean or VP of requestor)

______The cost of the 3-year service contract will be covered by the department budget.
______The cost of the 3-year service contract will be covered by the college or division budget.

Waiver recommended ___________ Waiver not recommended ___________
Signature: __________________________________________ Date: ________________
Printed name: ___________________________ Date: ______________

III. Technical or System Considerations (Completed by IT Services)

A. Can these technical or functional needs be fulfilled by purchasing a computer that meets the campus standards? ______Yes ______No

B. Purchase of this computer has the following implications for systems or networking support, compatibility, etc.

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Waiver approved ___________ Waiver not approved ___________
Signature: __________________________________________ Date: ______________
Printed Name: ________________________________________________

Completed Copies to:
Requestor
Purchasing WA236
Information and Technology Services - ML3010