

Computer Hardware Waiver

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:

- a. 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>).
- b. Other support provided by ITS including software installation/troubleshooting, connecting to internet/MavDisk or any other non--hardware issues will be limited.

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: _____ 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