MICROCOMPUTER EDP REQUEST
Fort Valley State University

(See EDP Procedures information on next page)

Individual Responsible for Equipment/Software:
Name:
Phone Number: P. O. Box:
Department:
Equipment/Software Location (Bldg., Room):
Primary Use of Requested Equipment/Software: (check one)   [ ] Administrative   [ ] Instruction   [ ] Research   [ ] Service

Computing Equipment/Software Requested: *(provide attachment if necessary or prefered; a copy of the Fund Requested is acceptable)*
Will state contracts be used to purchase microcomputers?   [ ] Yes   [ ] No
Estimate Cost of Equipment/Software:
Funding Source: (Check all that apply)   [ ] State   [ ] Grant   [ ] Service   [ ] Income   [ ] Contact

Data Communications/Networking:
Will the equipment be connected to the campus network?   [ ] Yes   [ ] No

Forward all Electronic Data Processing (EDP) requests directly to the VP for Information Technology at FVSU Box 5005.

Copies of the approval will be returned to the requester and sent to Procurment.

For Institutional Use Only:
Institutional Approval Number:
Approval Date:
Signature: _____   *(VP for Information Technology/ACIT Representative)*

EDP Procedures

The Following procedures address the procurment of electronic data processing equipment and services (software, consulting, computers, printers, networking equipment and devices connected to the network and most other equipment with micro processors). They respond to an FVSU need and an OIIT mandate to prepare a Microcomputer Acquisition and Management Plan. They ensure that the University manages the the process of requisitioning computer equipment and services to guarantee the efficient and planned expenditure of our crucial resources.

Fort Valley State University has submitted and received approval for its Microcomputer Acquisition and Management Plan. This approval entitles FVSU to make purchases of up to $100,000 without the approval of OIIT. Purchases for amounts greater than $100,000, certain consulting services and long term contracts require the approval of OIIT.

To ensure that (1) equipment, software and services purchased with University resources meet identified University standards, (2) funds are spent judicially and (3) Board polcy is followed, the below procedures must be adhered to peursuant to the acquisition of computing equipment, software and services:

1. A detailed description of all computing equipment, software and services must be submitted to Information Technology (IT) for review and approval before the submissino of requisitions to procurement/purchasing.

2. Information Technology will generate and assign a unique request number for each approved EDP request. The approved request along with the IT representative's signature must be submitted to procurement/purchasing before any equipment is ordered.

3. All EDP requests that are outside the limits of FVSU's local approval authority must be formally submitted to OIIT, by Information Technology, for approval before it can be ordered.

Questions regarding this policy should be addresses to:

Gary Miller, CIO
Office of Information Technology
Fort Valley State University
Campus