

How To Buy: Computers

COMMODITY DESCRIPTION

This commodity includes non- and non-Apple computer hardware.

PROCUREMENT OPTIONS & PROCEDURES

<i>If your total purchase is:</i>	<i>Then use:</i>
\$1,500 or less	a Peoplesoft eProcurement Requisition
Above \$1,500	a Peoplesoft eProcurement Requisition
<i>In order to obtain:</i>	<i>Your purchasing agent needs:</i>
Goods or Services \$2,500 but less than \$25,000	a Peoplesoft eProcurement Requisition plus any Price Reasonableness documentation
Goods or Services \$25,000 and above	a Peoplesoft eProcurement Requisition and any formal quotations via Invitation for Bids or Requests for Proposals , or a Single/Sole Source Justification

CONTACTS FOR THIS COMMODITY

Case Purchasing Contact:

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PEOPLESOFT CATEGORY CODES (PURCHASE REQUISITIONS)

EQUIP COMP < 5000	Computer Hardware Equipment < \$5000
EQUIP COMP > 5000	Computer Hardware Equipment > \$5000
COMPNETINSTAL	Computer Networking & installation
COMP SOFTWARE PC	Computer Software (Computer PC software)
COMP SOFTWARE LIC	Computer Software (Computer software/license Agreements)
COMPUTER SUPPLIES	Computer Supplies, accessories, printers, etc