Purchasing "need to knows"

What You Need to Know About Purchasing Computers

CSU has contracted with Hewlett-Packard (HP) since 2012 to be the sole provider of desktop computer equipment for the university. As such, purchases of computing equipment **should not** be made with a PCard, but be made using the Kuali Financial System (KFS) Shop Catalogs.

Overview and Caveats

•   Desktops, laptops, tablets and all other desktop computing equipment, including monitors must be purchased from HP. Please contact your group Sys Admin or the ATS ComSys pool to coordinate the purchase of equipment. We can work with you to find the best system for you needs!

•   Apple equipment is exempt but must be purchased through CSU's RamTech.

•   HP and Apple provide us with discounts. The College receives a return of funding per the Contract on purchases which support our students in a variety of ways.

•   Server class systems are not included in the Contract. The ATS ComSys pool are happy to help you with these purchases as well.

•   If you, or the ComSys specialist are unable to find a comparable HP system for your needs, we will help you obtain an exception waiver PRIOR to the purchase.

Please contact the ATS ComSys specialists if you need further details or for purchase help at https://csu-ets.freshservice.com/.

Please contact your Atmospheric Science purchasing staff or the Engineering Business Office for clarification on the best method to purchase computing equipment.