

COMPUTER HARDWARE PURCHASE GUIDE

Revision Date: 9.01.2022

PURPOSE

Foundation has partnered with University's Information & Communication Technology Department (ICT) to improve compliance and ensure that the I.T department can provide support for hardware and software items purchased with Foundation funds.

Historically, Foundation acted independently, which made it difficult for I.T. to determine what computer hardware and software items were being purchased and determine if there was a need for specific Foundation support. This guide is to document the procedures for purchasing computer hardware and to ensure that University I.T is able to assist Foundation employees and customers with computers purchased with Foundation funds.

STEP 1: ITEM SELECTION

Foundation has created a standardized list of approved computer hardware to facilitate the purchasing process. Please review the list below in Step 2.

All Apple items will be purchased directly from Apple, and Dell items will be purchased directly from Dell. To learn more about any item visit the Apple and Dell Websites. If the item you are requesting is not listed below, please contact Foundation's I.T Business Systems Manager, jcanton@csudh.edu for assistance.

Please note that an individual item (unit price) cannot exceed \$5,000 The order can total over \$5,000 as long as each individual piece is under this threshold. For unit prices over \$5,000, please contact Jonathan Canton.

STEP 2: PURCHASE ORDER REQUEST

After selecting the item(s), please complete the Purchase Order (*Sample P.O. template below*). All items in blue must be completely filled out.

Link to Purchase Order: [Purchase-Order.pdf \(csudhfoundation.com\)](https://www.csudhfoundation.com/Purchase-Order.pdf)

Description	Unit Price
MacBook Pro 13" (16GB) - Space Grey	\$ 1,700
AppleCare+ for MacBook Pro 13" - Cost per Year	\$ 150
HP Monitor EliteDisplay EliteDisplay E243i	\$ 265
Mokin Mini Hub for MacBook	\$ 30
iPad mini 5th Gen. - Space Grey (Wi-Fi only)	\$ 399
AppleCare+ for iPad mini 5th Gen. - Cost per Year	\$ 100
Apple iPad Pro Kit: iPad Pro 12.9" (Wi-Fi only), Magic Keyboard, & Pencil	\$ 1,500
AppleCare+ for iPad Pro - Cost per Year	\$ 150
Dell Laptop Package: Latitude 7420 (2-in-1) 14" Laptop (16GB), 24" Monitor U2421HE, & Docking Station WD19TB	\$ 2,100
Dell Desktop Package: Optiplex 5090 Micro+Dell 24" Monitor- P2422H + Dell Micro All-in-One Stand	\$ 1,244
Dell Desktop 7060 Micro	\$ 750
Dell 24" Monitor	\$ 198

PLEASE NOTE SINCE THE ABOVE ITEMS IN STEP 2 ARE ALREADY UNIVERSITY-APPROVED, YOU **DO NOT** NEED TO COMPLETE THE TECHNOLOGY REQUEST FORM LINKED ON THE ASSET FORM OR PROVIDE MULTIPLE BIDS FOR ORDERS OVER \$10,000. SIMPLY COMPLETE THE SOLE SOURCE JUSTIFICATION NOTING THAT THE ORDER IS GOING THROUGH THE UNIVERSITY. PLEASE REMEMBER THAT THE ASSET ACQUISITION FORM IS STILL REQUIRED.

All other ICT purchases such as software, not listed hardware, and online solutions require I.T. approval. For approval, click on the following link: [Technology Procurement Request](#). The I.T. email approval must be attached to the Purchase Order or Payment Request.

STEP 4: SUBMITTING YOUR DOCUMENTS

Once Steps 1-3 are complete, submit your Purchase Order and Fixed Asset Acquisition form to cf@csudh.edu. If prices on the estimated sheet have changed, PLEASE CONTACT Foundation's I.T Business Systems Manager. For software purchases and items not on the approved list attach the I.T. email approval to the Purchase Order or Payment Request.

CONTACTS

If you are a Foundation employee or are purchasing these items with Foundation funds, please do not contact University I.T. Please contact Foundation's I.T Business Systems Manager at jcanton@csudh.edu or by phone at 310.243.2099.

STEP 5: PICK-UP AND PAYMENT

Once the P.O. has been issued, a copy will be sent to you, Foundation I.T, University I.T, and University Accounting.

Pick-Up: Foundation or University I.T will reach out to you once your computer is ready for pickup.

Payment: University Accounts Payable will send you an invoice. Sign the invoice and submit it to the appropriate account representative based on the chart on the next page.

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FOUNDATION ACCOUNTING STAFF CONTACT LIST

Name	Title/Responsibilities	Email Address	Phone Ext
Theresa Morrison	Chief Financial Officer: All financial operations	thmorrison@csudh.edu	3079
Cherisse Ross	Controller: Financial Reporting, Budget Preparation, and Accounting Process Improvements	cross@csudh.edu	2468
Evelyn Gabriel	Accounts Payable for Arts and Humanities, Natural & Behavioral Sciences, University Library, Academic Affairs, Foundation Administration, Administration and Finance, Grants and Contracts Administration, Information Technology, President's Office, University Advancement	egabriel1@csudh.edu	2112
Guadalupe (Lupita) Carrillo	Accounts Payable for CAMS, Commercial Enterprises, Campus Dining	gcarrillo@csudh.edu	2825
Pablo Ragonese	Accounts Payable for Business Admin & Public Policy, Education, Extended & International Educ., Health, Human Srvs & Nursing, Associated Student Inc., Other	pragonese@csudh.edu	2176
Jeanell Flores	Accountant: Tax Forms and Account Reconciliations	jeflores@csudh.edu	3983
John Pulido	Staff Accountant: Account Balance Inquiries, Fund Transfer Requests, Accounts Receivable Invoice Requests	jpulido5@csudh.edu	3798
Maria Montejo	Interim: Accounts Payable for Student Affairs (including LSU)	mmontejo1@csudh.edu	N/A
Lisa Carrillo	Interim: Accounts Payable and Accounting	lcastillo79@csudh.edu	N/A

Since this purchase was pre-approved and ordered by Stateside I.T, the general I.T Helpdesk can assist you with troubleshooting any problems you may have. The general help desk number is (310) 243.2500, or visit the Technology Resource page at [Technology Resources \(csudh.edu\)](http://Technology Resources (csudh.edu))

Please note: We will continually update this document as information warrants.