Helpful Tips for Ordering IT Hardware

Procurement Services strives to make ordering hardware as user friendly as possible, while adhering to university policies. Please use the following steps to quickly and easily purchase hardware to meet your unit’s needs.

1) For computer systems, please check our strategic vendors, HP or Apple, on the M-Marketsite punchout catalogs. The HP site has standard configurations that meet the needs of about 80 percent of university users. If one of these systems will not meet your needs, our HP reps, David Diaz David.w.diaz@hp.com, or Rick Jackson rick.jackson3@hp.com, can help you create a custom quote. You can also call 855-736-9128 for assistance.

2) If HP or Apple cannot meet your needs, there are other options for purchasing. Our computer peripheral strategic partners CDWG, JEMTech, and OfficeMax carry several lines of computer systems although these are not available through their punchout catalogs. Quotes can be obtained from their reps as well. Computers and components can also be purchased on POs from non-strategic vendors if that is the only, or most reasonable, source.

3) There are two strategic contracts for server purchases, HP Enterprise servers ordered through CDWG in M-marketsite, and Cisco servers ordered through Data Strategy. Server purchases from other vendors over $10,000 are subject to bid, unless there is acceptable justification for not bidding. A completed Sole Source Justification form must be submitted in those circumstances.

4) University PCards are not intended for the purchase of computer or IT hardware, except in an emergency situation, which precludes the use of more acceptable methods. Outside of such an emergency, PCard purchases may be flagged as unauthorized. Please contact Procurement Services for guidance.

Per Procurement guidelines, “small dollar items may be purchased with the P-Card if the following two conditions exist: (1) the item is not available from a U-M strategic contract or internal service provider; and (2) the purchase is necessary to the mission of the unit and a more appropriate purchasing method is not available.”

5) Departmental purchases from the Computer Showcase may also be made in emergency situations, but it is not intended as a primary purchase method.

6) Use of personal funds or credit cards for purchase of computer equipment with the intention of reimbursement from the university is not acceptable, outside of very extreme circumstances.