REQUEST FOR A NON-STANDARD COMPUTER

For the Lifecycle Computer Replacement Project IT has selected a standard computer configuration which should meet the computing requirements for the everyday tasks of most UTRGV employees. In cases where an employee's daily tasks require different computing needs, an employee may submit a request for a customized computer configuration.

1. Non-Standard exception requests are for eligible full-time staff only.
2. Employees must fill out a quote request for the preferred configuration using This Form (click here).
3. Computer models may be limited to business-class desktops and laptops from HP, DELL, Microsoft and Apple.
4. Employee must also submit an Exception Request Form (click here) to seek approval from their supervisor or department head, and provide justification.
5. The Computer Replacement Project will partially fund the purchase of the custom computer up to the cost of the standard LCR model. The price difference must be funded by the employee's department.
6. IT Staff will request and provide a quote for the requested custom computer and provide a breakdown of costs.
7. IT Staff will create a cart for the custom computer on iShop and split the cost center information on the requisition.
8. After the order is placed and the computer is received by IT, an email will be sent to the customer to set up an appointment for delivery.

NOTES:

- The department or employe should not purchase the computer on their own and seek reimbursement, as this is not allowed.
- Unless specifically requested by the customer, exception requests will not include a new monitor. Monitor requests will also be limited to standard models.
- Computers with custom configurations may have longer lead times (4-6 weeks) for delivery.

Please contact lcr@utrgv.edu if you have additional questions