

Purchasing Policy

Purchasing Process:

All IT purchase requests with UNC funds must go through either the fiscal office or Epid IS. Due to fluctuating contract pricing and varying terms of funding, it is required that all users submit purchase requests to fiscal or Epid IS for computers, monitors, peripherals, and other IT-related equipment. Using personal funds and requesting a reimbursement is not an acceptable procedure, and may result in a denied reimbursement by UNC. If you have a purchase request, please complete a Remedy ticket with information on the item, quantity, vendor (if available), and the project funding the order.

HARDWARE:

New Faculty are provide a choice of **one** of the following setups as the department-provided workstation (specific model information available at <http://cci.unc.edu>) :

- 1) Current Lenovo/CCI Tower or Desktop model computer
 - a. Included keyboard and mouse with CCI model
 - b. 1 – Widescreen LCD monitor (22"-24", not to exceed \$300)

- 2) Current Lenovo/CCI Laptop (technology or general use model)
 - a. External keyboard and mouse
 - b. Docking station
 - c. 1 – Widescreen LCD monitor (22"-24", not to exceed \$300)

If additional hardware, upgrades and/or peripherals are required, available startup funds, educational funds or research funds will be used for the purchase.

If a non-CCI system or vendor is requested, the department will provide a comparable system based on the specifications available through the CCI program of a similar model. Requested systems that have significant costs beyond comparable CCI models may require supplemental funds from departmental startup, educational or research funds for the purchase.

SOFTWARE:

Software included on the department-provided system includes all packages currently available through the UNC Software Acquisitions office at no cost (complete listing can be found at <http://software.unc.edu>). Commonly requested items on this list include:

- Microsoft Windows
- Microsoft Office
- SAS
- Symantec Antivirus

If additional software available through UNC Software Acquisitions with required fees or software that is not available through the Software Acquisition is needed, then departmental startup, educational or research funds will be used for any cost associated.

