

## Emergency Centralized Computer Distribution Procedure

Responsible Officer: Vice President for Office of Information Technology & Chief Information Officer

Sponsoring Department: Office of Information Technology

Revision Date: 20 November 2014

Errors or changes to: [aim@uta.edu](mailto:aim@uta.edu)

---

### CONTENTS

---

Procedure Objective

Scope

Responsibilities

Procedures

    Section I. Requests, Transfers and Chargebacks for Desktop Computing Purchases

Forms and Tools/Online Processes

Definitions

Rationale

Related Statutes, Policies, Requirements or Standards

Appendices

Contacts

Website Address for This Procedure

---

### PROCEDURE OBJECTIVE

---

Define a process by which UT Arlington departments acquire computers in an emergency situation and reimbursed the Office of Information Technology after delivery.

---

### SCOPE

---

This procedure applies to all desktops, laptops and tablet computers. It is applicable to all UTA departments purchasing computing equipment worth five thousand dollars or less at a time. The intent of this procedure is to ensure that each employee has a suitable computer to perform assigned responsibilities while also complying with the University's defined support standards and security safeguards. All computer purchases should be made through the standard purchasing process provided in *Best Value Purchasing Procedures* ([Procedure 4-2](#)).

---

### RESPONSIBILITIES

---

#### Requesting Department

- Submit request to [computerpurchases@uta.edu](mailto:computerpurchases@uta.edu).

## Office of Information Technology

- Fulfill request.

---

## PROCEDURES

---

### Section I. Requests, Transfers and Chargebacks for Desktop Computing Purchases

- A. OIT Staff will furnish the departments with:
1. Specifications of the equipment available
  2. Cost of the equipment
  3. A formal Computer Request Form
- B. OIT Staff will:
1. Draft the department's account for chargeback
  2. Process inventory transfer paperwork (ITF)
  3. Coordinate deployment of the machine
- C. Requesting department will:
1. Submit a Computer Request Form to [computerpurchases@uta.edu](mailto:computerpurchases@uta.edu)
  2. Complete Inventory Transfer Form
  3. Approve transfer of funds

---

## FORMS AND TOOLS/ONLINE PROCESSES

---

[Computer or Printer Purchase Information](#)

*Best Value Purchasing Procedures* ([Procedure 4-2](#))

*Emergency Computer Request Form* ([Form 19-2](#))

*Inventory Transfer Form* ([Form 2-45](#))

---

## DEFINITIONS

---

**Emergency Computer Purchase:** Departmental purchase of computing equipment worth five thousand dollars or less at one time.

**Desktop Computers:** Desktops, laptops and tablet computers.

**Chargeback:** Transfer of funds in payment for product or service.

---

## RATIONALE

---

The intent of this procedure is to ensure that each employee has a suitable computer to perform assigned responsibilities while also complying with the University's defined support standards and security safeguards.

---

## RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS

---

UT System Administration Policies and Standards	Other Policies and Standards
<i>Best Value Purchasing Procedures</i> ( <a href="#">Procedure 4-2</a> )  <i>Purchasing Card (ProCard) Program</i> ( <a href="#">Procedure 4-11</a> )	

---

## APPENDICES

---

N/A

---

## CONTACTS

---

If you have any questions about this procedure, contact the following departments:

Subject	Office Name	Telephone Number	Email/URL
All topics in procedure	Office of Information Technology - Desktop Support	(817) 272-5022	<a href="mailto:computerpurchases@uta.edu">computerpurchases@uta.edu</a>
Website access	Administrative Information Management	(817) 272-0222	<a href="mailto:aim@uta.edu">aim@uta.edu</a> <a href="http://www.uta.edu/aim">http://www.uta.edu/aim</a>

---

## WEBSITE ADDRESS FOR THIS PROCEDURE

---

<https://www.uta.edu/policy/procedure/19-1>

