

UNIVERSITY OF NORTHERN COLORADO

UNC Technology Purchasing Guidelines

Effective July 1, 2017 Bear Logic will permanently close. Information Management and Technology will continue to facilitate central technology purchasing through the IM&T Technology Center. Additionally, UNC is partnering with Office Depot to allow departments to directly purchase non-Ricoh toner and some peripheral devices.

Below are the guidelines and processes for ordering technology. If a department is unsure whether to purchase a technology item from the IM&T Technology Center or from the Office Depot Business site contact the Technical Support Center (TSC) at 351-4357 for clarification. IM&T will not support and UNC Purchasing may not approve payment for any unauthorized or unapproved technology item purchased outside of the guidelines below.

IM&T Technology Center Purchasing Guidelines

- The following items must be purchased directly through the IM&T Technology Center.
 - Computers
 - Tablets
 - Monitors
 - Audio Visual Equipment (Projectors, Televisions, Screens, Smart Boards, etc.)
 - Office Phones and Office Phone Accessories
 - Printers
 - Software
- To request a quote or to place an order, stop by the TSC at the University Center, call the TSC at 351-4357, email help@unco.edu, or visit the [IM&T Technology Center website](#) to submit a computer, printer or software order form.
- Once an order is placed, the IM&T Technology Center will create an EIO and forward it to the authorized FOAP approver. Once the FOAP is authorized the IM&T Technology Center will order and deliver the requested technology item.

Ink & Toner Purchasing Guidelines

- Departments must purchase ink & toner for any non-Ricoh device (HP, Canon, Brother, Epson, etc.) directly from the Office Depot Business website.
- All Ricoh toners and supplies must be ordered through a Ricoh managed print contract coordinated by IM&T.
- All new printers must be purchased from the IM&T Technology Center.
- Departments must work directly with Office Depot to return any items.
- To order ink & toner, visit <https://business.officedepot.com>. If you do not have an account to access the Office Depot Business site, contact the purchasing department at 351-2287 or email purchasing@unco.edu.

Peripheral Technology Purchasing Guidelines

- Departments must purchase peripheral technology items directly from the Office Depot Business website.
- Examples of peripheral technology devices include all of the following items not included with an original computer order:
 - Mice and Keyboards
 - External CD/RW or DVD Drives
 - USB Flash Drives

- Speakers
 - USB PowerPoint Clickers / Laser Pointers
 - Computer Cases
 - Styluses
 - Cables and Adapters
 - Etc.
- When possible departments should leverage [UNC's Best Value List](#) when selecting peripheral technology items.
 - All items listed under the IM&T Technology Center Purchasing Guidelines section above must be purchased directly through the IM&T Technology Center.
 - IM&T will assist any department to identify supported peripheral technology items on the Office Depot Business website. To request assistance contact the Technical Support Center.
 - The IM&T Technology Center must pre-authorize any peripheral technology purchase greater than \$500.
 - Departments must work directly with Office Depot to return any items.
 - To purchase approved peripheral technology devices, visit <https://business.officedepot.com>. If you do not have an account to access the Office Depot Business site, contact the purchasing department at 351-2287 or email purchasing@unco.edu.

External Technology Items

IM&T must approve all technology contracts and purchases outside of the items listed above prior to purchase regardless of funding source (departmental, grants, foundation, etc.). For questions and guidance on how to proceed with technology contracts and purchases outside of the items listed above, contact the Technical Support Center.