

HP COMPUTER PROGRAM EXCEPTION REQUEST

Colorado State University entered into a Strategic Partnership with Hewlett-Packard which significantly reduces the overall cost to the University for Enterprise-Class PC-based desktops, workstations, laptops, tablets, and monitors, including a number of discounted standard configurations. As defined in the Agreement between CSU and Hewlett-Packard, PC means any laptop or desktop computer, excluding laptop and desktop computers manufactured by Apple, Inc. Therefore, all campus departments are required to purchase their PC-based computer needs through the HP agreement or provide a request for an exception. The purpose of this exception process is to identify and evaluate needs that cannot be met through the University's Strategic Partnership with Hewlett-Packard.

Requestor Name: _____ Dept. Number: _____
Phone: _____ Email: _____
Date Submitted: _____
Name of Division/College IAC Representative endorsing this request: _____
Signature of Division/College IAC Representative endorsing this request: _____

Exception Request Justification (missing information may delay your request):

- Special configuration required for research or instructional purposes.
- The price for a similar configuration is substantially higher under the Agreement.
- Equipment donation.

Explanation of Exception Request:

You must obtain and submit quotes from both HP and requested vendor for similar type product comparison.

Requested Mfg. and Model Number: _____
Requested Vendor: _____
Quoted price, including shipping and handling charges: _____
Price for similarly configured HP: _____

PROCUREMENT SERVICES

STATUS OF EXCEPTION REQUEST: APPROVED DENIED

REASON FOR DENIAL:

BY: _____ PA NAME DATE: _____