Technology Purchases

All technology items – Audio Video, Computer Hardware and Software – with the exception of consumable items such as: blank disks, flash drives less than 1 TB, ink, toner and paper must be approved by the IT department. If you are not sure if an item is a consumable item, ask yourself if the item breaks, would the average person call the helpdesk to fix it? If the answer is yes, then it is NOT a consumable item – it is considered a durable item.

First you should contact the Information Technology Department’s Help Desk (698-2330 or helpdesk@delmar.edu) for quotes.

Then the Chair or Department Director should pick from the quotes provided. Make a note if the request was already budgeted for or provide a justification for the unforeseen need. If it was not budgeted then you will need to provide an account number and IT will request a budget transfer. Also provide the room(s) where the hardware/software will be installed. Email all documentation (including all quotes you were provided) to ITREQ@delmar.edu.

The IT department will enter the requisition and an email will be sent back to the requestor showing approval or not. If approved, the requestor will be provided with the RO number. For a status update after a reasonable amount of time, (remember it has to be turned into a PO and then the order sent), please contact the IT computer room (698-1348 or computerroom@delmar.edu).

Grant Funds

Requisitions for purchases using grant funds will be entered by the grant department. For requisitions that include durable items use object code 54002. For any kind of software licenses or renewals, please use object code 55032. If you do not have either of these object codes in your grant, please contact the grant accountant so they can be set up. These are not budgeted object codes but ones that monies from other accounts within the grant that can be transferred to. You will enter aalfonso as the final approver. This way all other approvals have been done and he will see it daily when he looks at his to do list. No emails are necessary unless there is some emergency.