Procurement Services

 6010 Campus Delivery

 Fort Collins, CO 80523

 970-491-5105 (V)

**HP Computer Program Exception Request**  970-491-5523 (F)

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_