Exceptions To Computer Purchasing Standards
Western Washington University

In order to best utilize the funding provided to Western by the citizens of Washington, the University has established standards for the purchasing of computer equipment, network equipment, and software. The purpose of these standards is to: a) Ensure compatibility across university computer systems; b) ensure compatibility with our network and software standards; and c) facilitate collaboration, training and maintenance. All of these factors contribute to greatly reduce the life-cycle cost of purchasing computers for campus use.

Most computer needs can be met through use of the University's standard purchasing agreements. Variation from the standards will be approved only in exceptional cases, when it is shown that standard computers and software are unable to meet special needs. Approval of exceptions requires that the purchaser submit the following brief justification. Please keep in mind that a lesser initial purchase price is not sufficient justification for approval of an off-standard purchase.

1. **Have you considered the use of standard University computers, network equipment, or software? Yes ____ No ____ Please state specifically why such standard equipment or software will not meet your needs. Specific technical information may be obtained from either Fred Robson of ATUS Computer Maintenance** or **Susan Banton in Purchasing.**

2. **Please state the specific capabilities of the non-standard equipment that you wish to purchase that cannot be met by equipment purchased under the University's standard purchasing agreements.**

3. **Will purchase of this equipment or software be incompatible with existing campus facilities or increase maintenance or training costs?**

ATUS Review: _____ Approved: _____ Disapproved: _____
(Date) (Initials) (Initials)