



April 15, 2013

Faculty and Staff
Western Michigan University
Kalamazoo, MI 49008

Dear Faculty/Staff Members:

As you are aware, recently the Follett Higher Education Group, Inc. was contracted to manage the WMU Bookstore Shops. Follett will continue to operate TotalTECH for personal purchases, but will not be handling faculty, staff, and departmental system orders. Effective April 15th, a new process for faculty, staff, and departmental orders will be in place. The new process will be referred to as TPW – Technology Purchase Website. Input for this process was sought from OIT, LAN managers, purchasing and other areas.

The process that was developed addresses these major requirements:

1. Easily order equipment using a fund/cost center, without markup, and have the items shipped to your location.
2. Take advantage of pre-negotiated volume discounts on computer equipment year round.
3. Implement better internal authorization controls for purchases.
4. Notify LAN managers of new purchases within their department.
5. Continue to provide customized computer purchases for those who need it.

Process Overview – 3 Ways to Make Departmental Orders

1. A Technology Purchase Website (TPW) will be created that will list items pre-approved by LAN managers and OIT. This Website will include items such as laptops, desktops, network printers, tablets, netbooks, iPads, etc. Pricing of these items will be negotiated with the vendors and will be the most cost effective place to order your computer purchases. You will be able to charge these orders directly to your fund/cost center. All orders placed through the TPW Website will be automatically routed electronically for approval from a department head. This Website will also have documentation and FAQs addressing the changes in the process.
2. For computer purchases that are not available on the TPW Website, your department LAN manager will have the ability to create and submit custom orders. If you do not have a LAN manager or need additional assistance, Auxiliary Enterprises Computer Support (387-3378) (Bob Armbrister, Robert Reed and Adam Knight) can assist in the creation of custom orders. All custom orders will also be automatically routed electronically for approval from a department head.

1903 W. Michigan Ave., Kalamazoo, MI 49008-5204
PHONE: (269) 387-2380 FAX: (269) 387-2377
WEBSITE: www.wmich.edu

CAMPUS SITE: 3000 Seibert Administration Building

3. Miscellaneous technology products whose individual price is less than \$500 (keyboards, cases, peripherals, cords, etc.) should be purchased using your procurement card at either retail/office supplies stores (Best Buy, TotalTECH, etc.) or online outlets (CDWG.com). The following items CANNOT be purchased with your procurement card: desktops, laptops, netbooks, iPads, tablets, and system printers. These items should be purchased in step 1 or 2 above. System purchases MUST go through the new TPW – Technology Purchase Website process.

Orders Placed Before Transition

All items purchased through April 10, 2013 that have not been received yet will be delivered to your departments as usual.

Microsoft and Adobe Licenses

OIT will be managing the University's Microsoft license agreement and distributing the Office Suite to the campus. Disks can be picked up at the University Computer Center Help Desk. The cost will be \$10, charged to a University fund/cost center.

The Adobe license agreement will be managed by Auxiliary Enterprises Computer Support. Departments who need to purchase Adobe licenses or request an upgrade should contact Auxiliary Enterprises Computer Support (387-3378). Standard Adobe purchases will be moved into the TPW web portal within the next few weeks.

Surplus Equipment

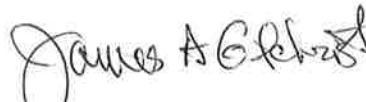
Prior to declaring an item for surplus, consult with your LAN manager. The LAN managers know how to effectively perform data wiping of hard drives (<http://www.wmich.edu/it/policiesdatawiping>) and/or can re-assign equipment to others. In addition to removing it from their inventory tracking, the LAN manager will likely make arrangements with Surplus Sales to properly dispose of the device. If your unit does not have a LAN manager, contact the WMU Surplus Sales store and they can assist with proper data wiping procedures. Surplus Sales is responsible for the disposition of all excess University owned property, including computers and electronics. The store is located in the Activity Therapy Building (AT) on the Oakland drive campus next to the College of Health and Human Services. The Surplus Equipment Disposal Form can be found at <http://www.obf.wmich.edu/logistical-services/stores/surplus.html>. Brian Smith, surplus coordinator can be reached at 387-8829.

Questions

If you have any questions about these procedures, contact Auxiliary Enterprises Computer Support (387-3378)



Jan Van der Kley
Vice President for Business and Finance



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