

Request for Exception from CPI Agreement

This form needs to be completed by the requestor, signed by an approver, and emailed to cpi@ncat.edu.

This is a request for review not a request for funds.

Department: _____

Requestor: _____ Date: _____

E-mail Address: _____ Phone Number: _____

Department Approver's Signature: _____ Date: _____

Fund Type: _____

All computers, regardless of configuration, manufacturer, or model must be purchased with a (4) four year CompuTrace License

Equipment Requested: *(Please list items not complying with the CPI Agreement and the quantity of each.)* Attach all quotes, web proposals, or system specifications.

Expected Use of Requested Equipment:

Reason for Exception:

Attach other supporting documentation

Information Technology Services (ITS) Support Agreement:

___ Full Support – The specifications meet the baseline set by the University. Aggie Tech Support (ATS) will provide technical assistance.

___ NO Support provided – ATS cannot support this equipment due to the myriad of different configurations outside of the CPI standards. If the item(s) is purchased, the department/division accepts the fact that **NO ATS** support will be provided and the requestor's department/division accepts full responsibility of this equipment including, but not limited to, working with the supplier to resolve any issues/problems.

Exceptions Committee Representative: _____ Date: _____

Committee Approval: Yes: _____ No: _____

Recommendation: _____