VSU PURCHASING CHEAT SHEET FOR INFORMATION TECHNOLOGY ITEMS

Remember: HP and many other quotes are only good for 30 days. Expired quotes cannot be used for a purchases.

Please pay attention to using the correct account code and category code when entering a request.

*Prior to purchasing a **wireless keyboard or mouse** – obtain a quote as it needs to be compatible with our wireless network. **Do not just go out and buy a wireless keyboard and mouse as not all are compatible.***

PCard purchase for technology: *Obtain pre-approval. Make purchase, send receipt to* itpurchasing@valdosta.edu *and the chart string you are charging. IT will then give you a confirming email you must attach to your pcard statement.*

Useful support contacts:

Quotes:
Email itquotes@valdosta.edu
Include in your email any requirements you have to help our team quote correct equipment.
For inquiries about software please indicate PC or Mac – and the operating system.

Receiving:
Need to check on a Purchase Order to see if it has been received?
itreceiving@valdsota.edu

IT Purchasing:
Pre-Approval for EDP; questions or issues about the purchase process:
itpurchasing@valdosta.edu
(229) 333-6000

IT Items include:
- ☐ **software**
- ☐ **IT services**
- ☐ **equipment or peripherals attached to the campus network**
- ☐ **require data import/export from/to other systems**
- ☐ **require integration of authentication with VSU user authentication**
- ☐ **anything that will require support from IT**

Account codes to use for IT items:

714114 – IT Equipment (e.g. Laptops, printers, desktops, displays, etc.)
715100 – Repairs and Maintenance
715129 – Maintenence and Repairs Renewals
715130 – Repairs & Maintenance – Computer
733100 – Software Purchased (Perpetual License)
733101 – Software Renewals
751109 – IT Consultant

Common Information Technology Category Codes

20310	Battery
20367	Surge Protector
20372	Printer Accessories and Supplies: Chemicals, Forms Tractors, Inks and Cartridges, Paper, Label Sheets, Sheet Feeders, Toner Cartridges, Wheels, etc., Environmentally Certified Products
20375	Projection Devices and Accessories: Interactive Conferencing Boards, LCD, Pads, Panels, etc. Environmentally Certified Products
20413	Cables
20416	Chips: Accelerator, Graphics, Math Co-Processor, **Memory (RAM** and ROM), Network, SIMMS, etc.
20432	Drives, External (Jump Drives, Flash Drives, etc.)
20448	keyboards
20460	Computer display Monitor
20468	Peripherals, Miscellaneous: Joy Sticks, Graphic Digitizers, Light Pens, Mice, Pen Pads, Trackballs, Secure I.D. Access Cards, Headsets and Microphones, etc.
20476	Printer, Inkjet (not recommended)
20488	Scanners, Document: Handheld, Desktop and High Volume
20489	Scanners and Readers, Magnetic Strip
20490	Scanners and Readers, Optical Character and Magnetic Type: Bar Code, Remittance Scanner/Processors, Point of Sale Scanners, etc.
20532	Drives, External (Jump Drives, Flash Drives, etc.), Environmentally Certified Products
20535	Drives, Hard/Fixed Disk, Environmentally Certified Products
20553	Microcomputers, Desktop or Tower based, Environmentally Certified Products
20554	Microcomputers, Handheld, Laptop, and Notebook, Environmentally Certified Products
20560	Monitors, Color and Monochrome (CGA, VGA, SVGA, etc.), Environmentally Certified Products
20577	Printer, Laser (Energy Star)
20614	Cables: Printer, Disk, Network, etc.
20687	Servers Micro/Mini/Mainframe Computer
20734	Covers and Enclosures (Acoustical and Protective) (For Equipment)
20775	Projection Devices and Accessories: Smart boards, Panels, etc.
20811	Tablet apps - Application Software, Microcomputer
20827	Communications: Networking, Linking
28545	Lamps, Projector
20854	Internet and Web Site Software for Microcomputers
53046	Cases, computer, tablets, notebooks, mp3 players
84010	Antennas and Accessories: Amplifiers, Brackets, Masts, Mounts, Rotators, Standoffs, etc. (Television Only)
80340	Microphones and Related Equipment (Wireless Systems): Chest-sets, Earphones, Handsets, Headphones, etc.
84062	Television Receivers, Wide Screen, Projection Type
88011	Audio Visual
91551	Information Highway Electronic Services (Internet, Ethernet, World Wide Web, Virtual Tours to Include Construction Renderings, etc.)

92003	Application Service Provider (ASP) (Web Based Hosted) AKA Software as a Service (SaaS)
92005	Application, Infrastructure, Hosting and Cloud Computing Services
92045	Software Maintenance/Support
96286	Transportation of Goods and Other Freight Services
93921	Computers, Data Processing Equipment and Accessories (Not Word Processing Equipment), Maintenance and Repair (Apple Care and HP Service Warranty as defined by State Contract.)

Note: Most IT codes will fall within 204xx, 205xx, 208xx.