

## Equipment

### Vehicles

Vehicle purchases are coordinated through the Fleet Manager, and requisitions must include

- the following statement on vehicle deliveries: “**MSO (manufacture statement of origin), U 130 (Texas application for title), and an Odometer;**” and
- documentation on the requisition bid tab following **Bid Requirements**, if value exceeds informal bid limits (\$5,000.01).

**Note:** If historical value exceeded \$25,000, contact **Procurement Services** for bid instructions, or bid exception documentation such as **Contract Pricing**.

Vehicle requisitions automatically route to the appropriate responsible parties for approval.

### Computers, Computer Hardware, and Software

The UNT System has established standards and a policy for the acquisition of computers. Purchase of computer hardware and software must meet the **Personal and Tablet Computer Standardization policy**. Some frequently used ePro categories for computer hardware and software are below.

Classification	ePro Category Code
Computers: Desktop less than \$5,000	204-52
Computers: Desktop greater than \$5,000	204-56
Computers: Laptop less than \$5,000	204-52
Software: Cost greater than \$100,000	208-80
Computer Servers greater than \$5,000	204-56
Computer Servers less than \$5,000	204-68

**Note:** Computers, including tablets and iPads, and software over \$1,000.00 are restricted from purchase on the purchasing card.

### Telecommunications

All UNT System departments share a data communications network. The introduction of communication devices that might affect the behavior or performance of the network without proper planning may result in disruption of services to everyone. Therefore, all devices that communicate over the UNT System network must be approved prior to ordering, using the **Telecommunications Customer Service Center**. Coordinate Telecommunication services, including cell phones and Personal Computing Devices (PDA, iPads, etc.), with **Telecom Services**. A partial list of items requiring approval is below:

- multicasting;
- services that answer broadcast messages, such as DHCP and BOOTP;
- firewalls operating a level higher than a single machine in the network hierarchy;
- routers;
- bridges;
- switches;
- proxy servers;
- wireless access points;
- high bandwidth devices (averaging more than 1 GB/day for a week);
- cell phones & Personal Computing Devices (PDA, iPad, etc.); and
- devices that answer ARP requests as servers (such as security and network management tools)

Each requisition should contain the following:

- electronically attached approval from Telecom Services Department;
- the purpose for the item(s) and the benefit to UNT System; and
- documentation on the requisition bid tab following **Bid Requirements** if value exceeds informal bid limits (\$5,000.01).

**Note:** If historical value exceeded \$25,000, contact **Procurement Services** for formal bid instructions, or documentation supporting a bid exception such as **Contract Pricing**.