

## Computing and Information Services- Fred Miller, Chief Information Officer

**Title:** Preferred Vendor Purchase Program for Personal Computers

**Applicable:** Furman University (Staff and Faculty)

**Contacts:** The Computer Help Desk ext.3277

**Background:** Preferred vendor relationships have been established to offer Furman University faculty, staff, and students discounted prices on computers, and hardware.

**Policy:** Furman University has established vendor relations with specific technological companies to offer discounted prices on items ordered from those vendors. Computing and Information Services will advertise preferred vendors and will assist faculty, staff, and students with ordering from those vendors.

### **Guidelines:**

1. Furman University has established vendor relations with specific technological companies to offer discounted prices for items ordered from those vendors.
2. Computing and Information Services will advertise preferred vendors and will assist faculty, staff, and students with ordering from those vendors.
3. Furman University does not offer any payment plans or employee purchase programs on products ordered from preferred vendors.
4. The purchases of personal computing items from preferred vendors are transactions between the vendor and the user. Computing and Information Services will assist the user in deciding on products, but will not purchase items on behalf of the user.
5. All special requests must be approved by the Chief Information Officer.