

Office of Information Technology
PC and Printer IT Request and Budgeting Guidelines
As of 8/16/2007

Item	Minimum Configuration	Maximum Budget Amount
Standard Desktop Without Monitor	Intel Core 2 Duo/AMD X2 (1.8GHz, 2MB cache, 1066 MHz FSB), 2 GB Memory, 80GB 7200rpm SATA II HDD, 256 MB Discrete video, DVD +/-RW , 1 gigabit Ethernet card, 5 yr limited warranty, Window OS	\$850
Standard Desktop With Monitor	Standard desktop with 17" Digital Flat Panel LCD monitor with DVI support	\$1050
Standard Laptop	Intel Core 2 Duo/AMD Turion X2 (1.8 GHz, 2MB cache, 800 MHz FSB), 14.1" LCD, 2 GB Memory, 80GB 5400rpm SATA HDD, 256MB shared video, DVD +/- RW, 1 gigabit Ethernet card, 802.11 N Ready, 5 yr limited warranty, Window OS, Carrying Case	\$1500
Network Printer	50 Pages Per Minute, 3 yr limited warranty	\$2000
Network Color Printer	35 Pages Per Minute, 3 yr limited warranty	\$3000

- All procurements should be guaranteed MS Windows Vista ready.
- PC replacements should be based upon a five year equipment life cycle. Postsecondary institutions may replace academic or research PC's on a three-year cycle, in accordance with Board of Regents justification. Entities must document the age of the equipment being replaced and include on the IT Request.
- Entities should make reasonable efforts to secure additional discounts for bulk purchases and should communicate procurements in advance to OIT to provide the opportunity to aggregate agency purchases from the same vendor to share the benefit of the bulk discount.
- An IT Request is required (regardless of total), if purchase price exceeds these guidelines. Entities must justify exceptions based on documented business needs and requirements.