Procurement Services
Purchase of Desktop and Laptop Computers
Request for Exception Review

The university has a strategic contract with HP for desktop and laptop computers. The contract was awarded based on a review of the HP desktop and laptop computers that was conducted by a cross-functional team that represented about 75 percent of the annual university expenditures on these tools. This team concluded that HP could meet the university’s diverse computing needs with a standardized selection of desktop and laptop computers and save the university millions of dollars.

Requests for exception will be considered by Procurement Services. To request an exception review:
- Complete this form and submit it by e-mail to procurement.technology@umich.edu, or fax it to (734) 615-6235.
- The completed form must be signed by the requestor, the unit IT manager, and the unit budget administrator.
- Allow up to five business days for the review process. A member of the Technology Procurement Commodity Team will contact the requestor listed on this form with the results of the review.

It is not necessary to complete this form if you are purchasing an Apple computer.

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Requestor Name: 
Department: 
Phone: 
E-mail: 

Item(s) required (include part number(s), and desktop/laptop make and model number, quantities and price. Attach any quote or configuration you have):

Business need for the item(s):

Reason(s) the HP strategic contract cannot be used:

Identify the supplier from which you propose to order a desktop/laptop computer:

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Requestor Name (print) Signature Date
Unit IT Manager Name (print) Signature Date
Unit Administrator Name (print) Signature Date

COMPLETION OF THIS FORM DOES NOT CONSTITUTE APPROVAL OF THE EXCEPTION REQUEST.

PROCUREMENT SERVICES RESERVES THE RIGHT TO COMPETITIVELY BID, NEGOTIATE PRICING OR REQUIRE ADDITIONAL INFORMATION AND REMAINS THE FINAL AUTHORITY ON ALL PROCUREMENT ISSUES.

To be completed by Procurement Services

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Questions? E-mail procurement.technology@umich.edu or call Steve Worden at (734) 615-8972.