

Computer Equipment: *(such as account codes: 710010, and 711013)*

University Information Systems (UIS) has developed an approved computer system configuration which can be found at: <http://ist.njit.edu/services/institutionalpc.php>

If your computer does not conform to the UIS configuration, you must have it reviewed and approved by UIS and include this information on your requisition in the “Document Text” print box.

When purchasing computers it is important to include the following information on your purchase requisition to insure that the correct merchandise is received.

Quotation Number (entered in the “Document Text” print box)

Item #, Part # and or Model # (entered on each commodity line item)

Detailed Description of item on each commodity line

Correct quantity and unit cost