

# Request for Exception from CPI Agreement

This form needs to be completed by the requestor, signed by an approver, and emailed to [cpi@ncat.edu](mailto:cpi@ncat.edu).

**This is a request for review not a request for funds.**

Department: \_\_\_\_\_

Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Department Approver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fund Type: \_\_\_\_\_

**All computers, regardless of configuration, manufacturer, or model must be purchased with a (4) four year CompuTrace License**

Equipment Requested: *(Please list items not complying with the CPI Agreement and the quantity of each.)* Attach all quotes, web proposals, or system specifications.

Expected Use of Requested Equipment:

Reason for Exception:

**Attach other supporting documentation**

## **DoIT Support Agreement:**

\_\_\_\_\_ Full Support – The specifications meet the baseline set by the University. Aggie Tech Support (ATS) will provide technical assistance.

\_\_\_\_\_ NO Support provided – ATS cannot support this equipment due to the myriad of different configurations outside of the CPI standards. If the item(s) is purchased, the department/division accepts the fact that **NO ATS** support will be provided and the requestor's department/division accepts full responsibility of this equipment including, but not limited to, working with the supplier to resolve any issues/problems.

Exceptions Committee Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Approval: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Recommendation: \_\_\_\_\_