

# **CMCI Faculty Computer Purchasing Program - Faculty/Admin Instructions**

## **Eligibility:**

Faculty are eligible for a new computer through the Faculty Computer Purchasing Program (FCPP) every fourth year. For example, if someone's computer was initially purchased in FY 23, that faculty member should receive notification of eligibility for a new computer in July of FY 26. Faculty should wait until they receive notification from OIT that they are eligible for FCPP before submitting a request for a new computer.

## **How to Order A Computer and Get Reimbursed:**

- 1) New computers may be purchased starting July 1.
- 2) The faculty member must choose a computer from the [FCPP Standard Models List](#). If the computer they desire is not on the standard models list, they can ask for an exception by emailing [fcpp@colorado.edu](mailto:fcpp@colorado.edu) **before we place the order**.
  - a) NOTE: OIT requires all faculty computer purchases to include a minimum 3-year care/warranty plan.
  - b) NOTE: OIT reimburses \$1200, and CMCI contributes \$800 for FCPP, including the warranty cost. If the computer purchase costs more than \$2,000, the cost will come out of the faculty member's scholar's fund.
  - c) If they need help picking out which computer to purchase, faculty can seek advise from DDS by emailing [help@colorado.edu](mailto:help@colorado.edu) or calling 303-735-4357.
    - i) In general, the FCPP subsidy is intended for one single computer for each faculty member. Specific accessories, such as adapters, cables, docking stations, monitors, keyboards, and mice, are eligible for FCPP funding if purchased as part of the computer from the same vendor. The same guidelines for buying a computer should be followed for these accessories, including obtaining an exception before purchasing if necessary.
    - ii) Software is not normally eligible for FCPP funding unless purchased as part of a computer system's configuration. Please see the [Site Licenses Software list](#) for guidance on obtaining software.

- 3) Once the faculty member has selected their preferred new computer, they should fill out the CMCI FCPP Form: <http://forms.office.com/r/jzp4c6nXXn>
- 4) The CMCI Finance team will take care of the rest! They will place the order, submit the appropriate form to OIT, and notify the faculty member when their computer is on its way.
- 5) When the computer arrives, it will already have been set up by DDS. The faculty member will need to be able to connect to WiFi when they log in for the first time with their IdentiKey Credentials. It takes about half an hour for all of the settings to load upon initial login.
  - a) Their old computer remains the university's property and should not be transferred to personal use. If they do not wish to keep it as a backup work computer, they should return it to CMCI's tech team.

For additional information and FAQ's, please visit:

<https://oit.colorado.edu/software-hardware/faculty-computer-purchase-program>