

CMCI Faculty Computer Purchasing Program (FCPP)

The Office of Information Technology manages the FCPP and coordinates with department and college liaisons across campus to notify faculty when they become eligible for a replacement computer under the program. Details of the program can be found here: <https://oit.colorado.edu/software-hardware/faculty-computer-purchase-program>.

Below is guidance for providing unit level administrative support to eligible faculty of CMCI.

CMCI Process

1. NOTIFICATION

- OIT coordinates with CMCI liaisons to notify faculty about their eligibility for the program at the beginning of each fiscal year (July).

2. SELECTION

- The department liaison works with eligible faculty and their Dedicated Desktop Support (DDS) Representative to select a computer configured to meet the faculty member's needs and preferences.
- The DDS Representative adds the selected computer to a cart in MarketPlace and transfers it to the department liaison for verification and purchase.

3. PURCHASE

- The department liaison verifies with the faculty member that the computer is correct.
- The liaison purchases the computer, allocating the cost to the faculty member's scholar's fund. If the liaison has Shopper level access in MP, then they should reassign the cart to Emilia Gaeta in CMCI Finance for submission.
- Prior to April 30, the liaison submits a reimbursement request with OIT for \$1,200, using the faculty member's scholar's fund speedtype [OIT REIMBURSEMENT REQUEST](#)
- Prior to May 31st, the liaison submits a request to CMCI Finance using [CMCI REIMBURSEMENT FORM](#) for the CMCI supplement of **up to** \$800 of the purchasing cost exceeding the first \$1,200, which is funded by FCPP.

4. RECEIPT

- The liaison coordinates with the receiving faculty member and their DDS Representative to set up the new computer and to recover the old computer.
- The liaison passes the old computer to the Director of Technology

CMCI Liaisons

CMCI	Errol Hughes
APRD	Laura Vidal
COMM	Jewel Gurule
DCMP	Lori Wichhart
INFO	Sarah Mandos Erin Wood
JRNL	Lisa Guinther
MDST	Helen Gurnee