

## Computer Purchase Policy Exception Request

Kyle Oliveira - 2021-09-08 - Comments (0) - Policy Frequently Asked Questions

The [Computer Purchase Policy](#) allows members of the Brown community to request an exception to purchase non-standard Brown-owned endpoint devices.

You can make a request for an exception following the instructions below, and it will be reviewed and approved or denied by OIT.

### Submitting a request

To submit an exception request:

1. Go to the "[Submit a Request](#)" page.
2. In the **Request Type** selection, choose *Policy Exception Requests* and then *Computer Purchasing*.
3. Complete the remaining fields as below and click 'Submit.' We may email you to ask additional questions while reviewing your request. We will inform you by email once your request has been approved or denied.

### Field definitions

#### **"Is this request for someone else?"**

If submitting requests on behalf of someone else, please provide their Brown email address.

#### **"Exception Scope"**

List whether you are requesting an exception for just one device, or all devices used in a specific location or for a specific purpose.

#### **"Requested device(s) - Include brand/model/specs"**

List the specific equipment you are asking to purchase, including brand, model, specs, and (optional:) source. Attach a quote to this request if you have one.

#### **"Reason for exception"**

Please provide as much detail as possible to explain the teaching, research or business reasons you are seeking an exception to the Computer Purchase Policy for this equipment.