

## NON-STANDARD/NON-SUPPORT HELP GUIDE

**Log into** ERP and create a Shopping Cart (SC).

**Attach** the *Non-Standard Equipment Request Form (NSERF)* and any accompanying documentation such as quotes and specifications to the SC in PDF format. Download and fill in the NSERF located in the Purchasing & Warehousing area of the CCSD website, <http://www.ccsd.net/departments/purchasing-warehousing/non-standard-equipment-purchases>.

**Please note:** The NSERF needs to be completed in its entirety. *The Operations Manager (OM) verification/approval portion of the document must be completed or the SC may be rejected back to the school/department.*

Shopping Cart # <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<b>NON-STANDARD/NON-SUPPORTED EQUIPMENT REQUEST FORM</b>	Attach to shopping cart. <div style="border: 1px solid black; width: 100%; height: 15px;"></div>	
Date: _____ Loc #: _____ School/Department: _____ Zone/Division: _____			
Contact: _____ Title: _____ Phone: _____			
<b>Description of Equipment being requested:</b>			
Qty:	Equipment Description:	Manuf. & Model Number:	Cost:

The justification area is a key to understanding the functionality and instructional need for equipment above Standards. For more details, see page 2 of the NSERF.

<b>Justification - Instructional and Functional:</b>		
If there is similar standard equipment, please provide a detailed explanation as to why the standard item does not meet the instructional needs and the functionality required.		
Description of Standard Item:	Manuf. & Model Number:	Cost:

**Site Administrator approval is mandatory.** This acknowledges that the site is aware of the special conditions that are related to Non-Standard/Non-Supported purchases. Please see page 2 of NSERF for details.

**The District will not provide support for non-standard items.  
Requestor will be responsible for adding non-standard item(s) and serial number(s) into inventory system.**

Administrator's name (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The site must support all of its own Non-Standard equipment without any changes to the building. If the building needs improvement to accommodate this, the Facilities Department protocol will be observed. The OM must review and sign the NSERF. Additional forms and approvals will be required for any building modifications.

This section to be completed by the appropriate OM, scanned, and attached to the Shopping Cart when submitting the non-standard request.

Reviewed by:	Approved:		Signature/Date:	OM certifies that the building as is can support the item and that contractor work will not be required to install or operate the item(s). If request is denied, please provide an explanation.
OM Name: <i>(please print)</i>	Yes	No		

GAC 2118.2 PUR F0007 Rev. A

The Shopping Cart (SC) will route to the designated approvers for input through the ERP system. If there are questions or comments, the SC will be rejected back to the originator with the request for information noted in the *Approval Note* section. It is important to note that after your submittal to the OM, a reasonable time should be allotted so he/she can verify that the building can accommodate the Non-Standard equipment.

You may receive a SC that has been rejected. Please accept the rejection, create a new shopping cart with the recommended changes, and send it back through the ERP system for approval.

You can expedite processing of the Shopping Cart by providing:

- Correct Category choice on Shopping Cart (contact Purchasing if unsure)
- NSERF attached to Shopping Cart as PDF
- Quote attached to Shopping Cart as PDF
- OM approval