

**NEW YORK CITY DEPARTMENT OF EDUCATION
NEW YORK STATE INSTRUCTIONAL COMPUTER HARDWARE AID
GUIDELINES AND ORDERING INFORMATION FOR NON PUBLIC SCHOOLS**

New York State Instructional Computer Hardware Loan Program

Sections 753 and 754 of the New York State Education Law provide for a computer hardware loan program in which public school districts purchase and loan instructional computer hardware and technology equipment to nonpublic school pupils for instructional purposes. Similar to NYSSL and NYSLIB, the Computer Hardware Loan Program will be administered by the New York City Department of Education (DOE), Division of Financial Operations (DFO), Non Public School Unit (NPS) to all eligible full time students enrolled in grades K-12, attending a non public school in New York City.

All participating schools are reminded that all eligible New York State instructional materials, computer hardware and equipment requested for loan under all State Loan Programs will be used only for instructional/educational purposes, specifically excluding administrative and religious activities. Individuals responsible for ordering should review all relevant information provided here: <http://schools.nyc.gov/Offices/EnterpriseOperations/ChiefFinancialOfficer/DFSO/BusinessAdministration/NonPublicSchools/Default.htm> .

Principals are accountable for all computer hardware orders placed by their designated staff in accordance with the State Education Law and instructions provided herein.

GUIDELINES

Computer Hardware Allocation Levels

The current allocation level for this fiscal year for Computer Hardware is \$11.86 per eligible student attending a school in NYC in grades K-12. Similar to NYSSL and NYSLIB, funding levels for computer hardware are determined by the prior school year's BEDS (Basic Educational Data System) data. In addition, schools are required to submit, a completed [NYSSL/NYSLIB & NYS CH Loan Request & Enrollment Certificate](#) and a [Principal's Statement of Assurances Requirements](#) specifically for the hardware loan program.

Eligible Expenses

For instructional purposes eligible purchases for loan include mini-computers, microcomputers, peripheral devices; including printers, video display plotters, storage units, telecommunications hardware; including modems, special hardware boards, cables, audio, video, touch sensitive and other electronic to human machine interface hardware and other such computer hardware as may be required for the operation of a computer-based instructional program.

Disallowed Expenditures

Any computer hardware and equipment intended for administrative use or religious purposes are disallowed for purchase through the instructional computer hardware loan program. Other specific examples of purchases that could not be claimed include: internet connectivity, T1 communication lines, e-mail services, PDAs, iPods, fax machines, digital cameras and blank disks.

Accountability

All eligible hardware and equipment requisitioned for loan through the NYS Instructional Computer Hardware Loan Program are the property of the DOE and will be identified as such by use of an affixed label/tag or other identifying marker. Schools will make every effort to comply with all applicable regulations and guidelines per Attachment A: [NYS Loan Program Accountability Guidelines](#). All schools are required to maintain inventory records per Attachment B: [NYS Loan Program Inventory Guidelines](#) .

ORDERING INFORMATION

Ordering Documents

Schools must place all instructional computer hardware orders via the FAMIS Portal, DOE's web-based purchasing application for placing electronic orders. Please refer to [FAMIS Portal Instructions for NPS](#) for detailed information on how to access and navigate the FAMIS Portal.

Account Information

All instructional computer hardware orders submitted via the FAMIS Portal MUST contain:

- School's correct DOE Location Code (four digit or alpha code)
- District: **55**
- Quick Code: **012129 (this is now the same as NYSTL, NYSSL/NYSLIB)**
- Object Code: **0332**
- Fiscal Year (**FY**): **12** (NYC's fiscal year is July 1 to June 30.)
- Activity Code: **Unique four character (alpha/digit) code** for each object code. This *code is specific to the commodity group to be used for FY'12 hardware orders. It will change for next year. (previously it was 0000).

To determine your school's ***activity code** (obj: 300) for this fiscal year, go into the FAMIS "Spending Plan Inquiry" screen. In the left hand box under "Required" next to "Group By"; select the drop down menu for "ACTIVITY" then click the "Inquire" button.

The **invoice point** for all orders is: **NYC DOE, NPS Payables-NPS State Support Group, Division of Financial Operations, Group 55, 65 Court Street, Room 1001, Brooklyn, NY 11201**

NPS Hardware E-Catalog

The dedicated NPS computer hardware approved catalog can be accessed by first logging onto the FAMIS Portal. On the left side of the screen under **Purchasing/Payments** click as follows: **Purchasing>Contracted>E-Catalog>Computer Hardware & Consumer Electronics>Computer Hardware. Enter District 55 (leave location field blank); click next and click yes.** Your school location (delivery address) will populate on the screen. Please include any required information including your email address under **Comments**. Then enter the appropriate account code information: **District: 55; Quick: 012129; Object: 0332 and Activity Code (which is now unique to your school).** Next click as follows: **Retrieve Balance> Add Accounting Line>Close >Next.**

There will be four icons: **Desktops; Mobile; *Servers;** and **Printers.** All remaining items that are not desktops, laptops/notebooks/tablets or printers will be found under *Servers (i.e. Smart Boards, accessories & peripherals and security devices).

***New Hardware Contract Information**

This school year new hardware contracts were established and therefore some information has changed. Apple and Lenovo are the only DOE vendors contracted to provide computers. It is important to note that **all computers will only be delivered to a single designated location within the school building per order. They will not be removed from their boxes and will arrive without set-up.** State Aid for Hardware does not cover installation costs.

However, if your school requires assistance with installation, you may wish to contact directly one of these two vendors to inquire further and make arrangements for a nominal fee utilizing your school funds. If interested, please contact: **ASI-** Sharon Tatum, 212 736-0111 ext.1624 or [Lenovo](#)

Warranty Information

- Apple** items have a one year warranty.
- Lenovo** items come with a three year warranty.
- Lexmark printers** have a three year warranty and onsite warranty.
- Dell Servers** have next day business warranty and 3 year support. All Servers come with basic installation.

Eligible Audio Visual Hardware Items

Important to note: The contract terms and conditions for some of the eligible Audio Visual Hardware items listed provided by CDW Government or Tequipment allow for price changes within the duration of the ordering period due to market conditions. Therefore, it is best to place and authorize (release) your order(s) within the same day and you will not be affected should the price(s) fluctuate. Items subject to price changes will be updated weekly.

Security Devices

Appropriate security devices must accompany orders for computers (desktop & laptop), printers, projectors and/or Smart Boards. A security device is a form of hardware equipment that locks down your computer or other hardware equipment to prevent mobility of the unit. To assist you in selecting an appropriate security device, which is compatible to your hardware please access the "[NYS CH Compatible Security Devices Reference Chart](#)" provided by the vendor, Datamation Systems, Inc. This vendor only provides security devices and not computers.

Change Notice

Cancellation of an order and/or substitution including an even exchange of item is not permitted without proper authorization from the DFO, Non Public School Unit via a "Change Notice". Please see Attachment C: [Authorization to Issue a Change Order](#) . Please note that requests for Change Notices for all computer hardware items must be received by our office within **24 hours** of placing an order due to the short turn around time required by the vendors to receive all Change Notices for **cancellation/returns within 2 days of order placement**. Therefore please exercise extreme care prior to ordering because we may not be able to honor all requests in sufficient time.

Delivery of Materials and On-line Certification of Delivery

All schools are responsible for:

- Reviewing their school printed copies for accuracy of all orders.
- Following up on receipt of delivery of all items ordered within a reasonable timeframe and prior to the close of the fiscal year (June 30th).
- Completing "On-Line Certification of Delivery".

Please refer to the [NYSTL Guidelines and Ordering Information](#) for detailed information pertaining to Change Notices and On-line Certification of Delivery.

Legislative Action Concerning Flexibility with Instructional Materials Aid

For FY'12 new State Legislative action has been adopted to allow for flexibility with State funding for instructional materials for textbooks, software and hardware. In addition to the changes in the State Education Law that allow NYSTL, NYSSL and NYS CH funds to be used interchangeably, textbook, software and hardware funds can also be used to purchase library books and reference materials. However, NYSLIB funds will continue to be utilized only for the purchase of eligible library books/materials and audio visual software. We have developed a procedure that would allow schools the ability to go into FAMIS and have this flexibility. Schools wishing to participate may do so by signing into the FAMIS Portal and following the guidelines provided in [Spending Plan: Fund Transfer](#).

Inquiries

For additional information or assistance pertaining to this program or any of the NYS Loan Programs, please refer to the contact information available on the [Non Public Schools](#) website.

Thank you.

DMM
Npschguidelines12F
02/09/12