

**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 new 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 [click here](#) to review additional information.

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

ALLOCATIONS

Computer Hardware Allocation Levels

Similar to NYSSL and NYSLIB, funding levels for computer hardware are determined by the prior school year's BEDS (Basic Educational Data System) data. The current allocation level for this fiscal year for Computer Hardware is **\$12.24 per eligible student attending a school in NYC in grades K-12.**

In addition to the annual BEDS data, all schools wishing to participate and receive an allocation are also annually required to submit, a completed **(NYSSL/NYSLIB & NYS CH) Loan Request and Enrollment Certificate and a separate Computer Hardware Principal's Statement of Assurances form** [Click here](#) directly to the DFO, NPS Payables-NPS State Support Group.

ELIGIBLE MATERIALS

Mini-computers, microcomputers, peripheral devices, including printers, video display plotters, storage units and security devices, 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 MATERIALS

Consumable supplies and other instructional materials eligible for purchase with NYSTL, NYSSL or NYSLIB funding as well as computer hardware and equipment intended for administrative/classroom use or religious purposes are disallowed for purchase through the instructional computer hardware loan program.

Please note that the following specific items are disallowed as well T1 communication lines, e-mail services, PDAs, iPods, fax machines, 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](#)

ACCOUNT INFORMATION

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

- School's correct DOE Location Code
- District: **55**
- Quick Code: **004129 (this is only for Computer Hardware ordering)**
- Object Code: **0332**
- Fiscal Year (**FY**): **0**_ NYC's fiscal year is July 1 to June 30.
- Activity Code: **0000**

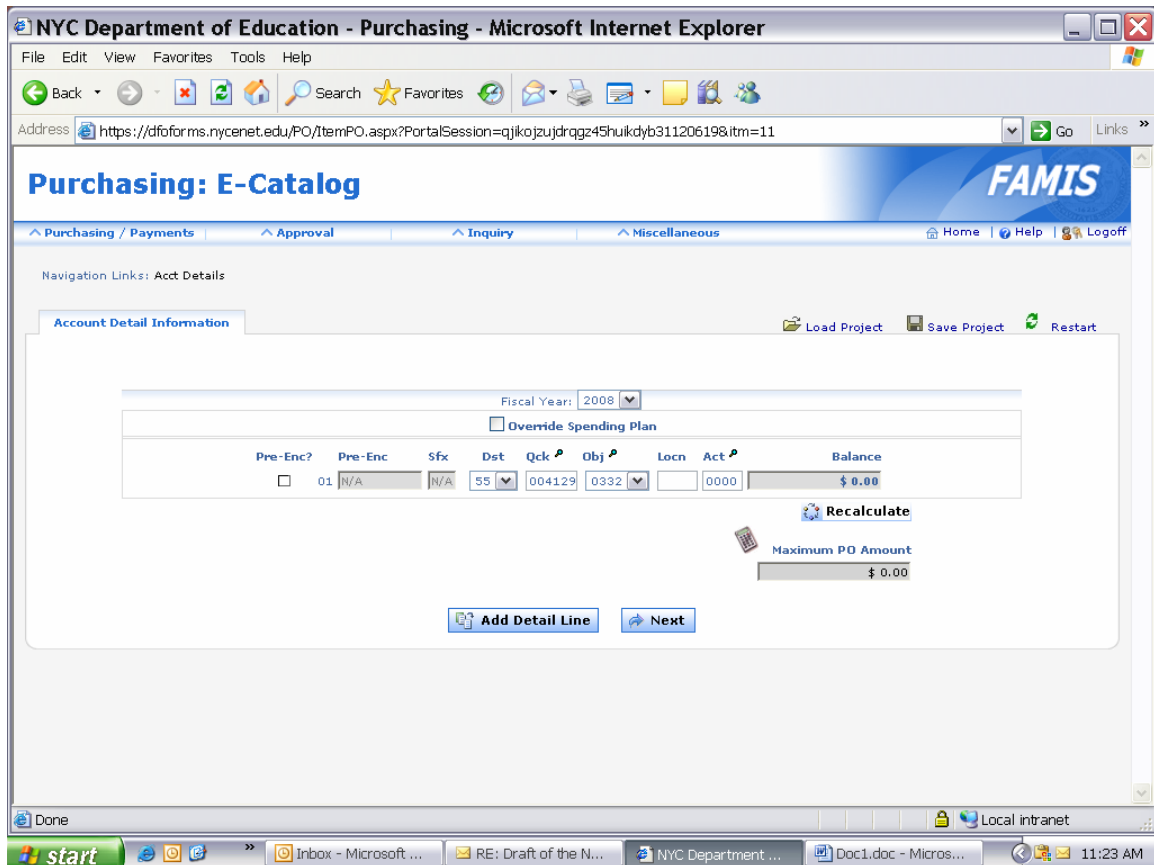
The **invoice point** for all orders is: **NPS Payables-NPS State Support Group, Division of Financial Operations, Group 55, 65 Court Street – Room 1502, Brooklyn, NY 11201**

Please note that funding for any of the four NYS Loan Programs, NYSTL (object code 337), NYSSL (object code 199), NYSLIB (object code 338) or Instructional Computer Hardware (object code 332) can not be combined. The quick code for NYSTL, NYSSL and NYSLIB remain under quick code 012129.

ORDERING PROCEDURES

Ordering Documents: School's must place all instructional computer hardware orders via the FAMIS Portal, DOE's web-based purchasing application for placing electronic orders. Click here for detailed information on how to access and navigate the FAMIS Portal.

E-Catalog: The specific NPS computer hardware approved catalog can be accessed by entering the **Dst: 55 Qck: 004129 and Obj: 0332** in FAMIS under **Purchasing/Payments > Purchasing > Contracted > E-Catalog > Supplies, Hardware & Instructional Materials (see picture below)**



E-Catalog: It is important to note that the new contract terms and conditions for some of the items listed 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.

Questions regarding accessing and viewing this catalog can be answered by the Division of Contract and Purchasing (DCP) Support Help Line at 718-935-4444.

Security Devices: Appropriate security devices must accompany orders for desktop / laptop computers, projectors and/or whiteboard peripherals. A security device is a form of hardware equipment that locks down your computer desktop/laptop computer, projector and/or whiteboard peripheral to prevent mobility of the unit. To assist you in selecting an appropriate security device that is compatible to your hardware, please refer to: [Compatible Security Device Reference Chart](#)

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 Change Order](#) Please note that requests for Change Notices for Computer Hardware items must be received by our office within 5 days of placing an order.

For additional information pertaining to Change Notices, please refer to the details provided in the [NYSTL Guidelines and Ordering Information](#)

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.

INQUIRIES

For additional information or assistance pertaining to any of the NYS Loan Programs, please review regularly all sections of the NPS Bulletin Board, NPS Memoranda and NPS Web Services, indicated on the Non Public School website [Click here](#) . You will not receive any mailings from our office.

REVISED December 17, 2008

Any specific questions pertaining to eligibility and/or compatibility of computer hardware items or other technical inquires regarding this new loan program, should be directed to our DOE dedicated computer hardware loan program e-mail address: nysloan@schools.nyc.gov. Please include "NPS Computer Hardware Loan Program" as the subject.

Thank you.

DMM
Npschguidelines08
12/17/2008