

New York State Instructional Computer Hardware Loan Program: Guidelines and Ordering Information for Non-Public Schools

New York State education law requires that school districts loan computer hardware to students attending non-public elementary and secondary schools located within its district. All loaned computer hardware received by way of participation in this program, known as the New York State Instructional Computer Hardware Loan Program (NYSCH), must be used for instructional/educational purposes only. Hardware cannot be used by non-public schools for administrative or religious purposes. Principals are accountable for all computer hardware orders placed by staff at their schools in accordance with New York State education law and the instructions provided herein.

To participate in this program, non-public schools request the loan directly from the school district, in this case, the New York City Department of Education (DOE). Non-public schools select the hardware and associated computer equipment from electronic catalogs provided by the DOE. In this way, non-public schools can select computer hardware and equipment that is right for their schools and student populations. There is one ordering period per school year in which to take advantage of this program.

Similar to other New York State loan programs, NYSCH is administered by the Non-public Schools Unit (NPS) within the Division of Financial Operations (DFO) at the DOE.

This document is intended for non-public school staff responsible for placing NYSCH orders. Purchasing guidelines and ordering instructions can be found below. Additional information may be found on the [Non-Public Schools Unit](#) Web site.

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GUIDELINES

1. Participation Requirements:

In order to participate in the NYSCH loan program, NYC non-public schools are required to complete the [Loan Request and Enrollment Certificate for Non-Public K-12 Schools](#) on an annual basis (the required Principal's Statement of Assurances is page two of this form).

2. Eligibility Requirements:

Non-public school students enrolled in kindergarten through 12th grade (K-12), who are attending a non-public school located within the New York City school district are eligible to receive computer hardware and associated equipment via the NYSCH loan program.

3. Computer Hardware Allocation Levels:

The current allocation level for this fiscal year per eligible student is indicated on the [Non Public Schools](#) website.

The per student allocation level is based upon the number of eligible students (K-12) who were attending your NYC school last year. Your school provided this information to the DOE via last school year's Loan Request and Enrollment Certificate (LREC) and Basic Educational Data System (BEDS) forms.

4. Eligible Expenses:

The following items are eligible expenses through the NYSCH loan program:

- Mini-computers
- Microcomputers
- Peripheral devices (includes printers, video display plotters, storage units)
- Telecommunications hardware (includes modems, special hardware boards, cables, audio, video)
- Touch sensitive and other electronic-to-human machine interface hardware
- Other computer hardware as may be required for the operation of a computer-based instructional program

5. Ineligible Expenses:

The purchase of computer hardware and equipment intended for administrative use or religious purposes is strictly prohibited through this loan program. In particular, the following must not be purchased:

- Internet connectivity service
- E-mail service
- T1 communication lines

- PDAs
- Fax machines
- Digital cameras
- Blank disks

6. Accountability:

All eligible computer hardware and equipment requisitioned for loan through the NYSCH loan program is 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 the [NYS Loan Program Accountability Guidelines](#). All schools are required to maintain inventory records per the [NYS Loan Program Inventory Guidelines](#).

7. Legislative Action Concerning Flexibility of Instructional Materials Aid:

Recent changes in the State education law allow non-public schools to use funds received for certain loan programs interchangeably. This flexibility is extended to funds received from the New York State Textbook Loan (NYSTL) program, the New York State Software Loan (NYSSL) program, and the New York State Hardware (NYSCH) loan program. Non-public schools wishing to take advantage of this flexibility should first read the [transfer of funds guidelines](#) prior to placing orders within the FAMIS ordering system.

ORDERING INFORMATION

1. Ordering Period:

There is one ordering period per school year in which to take advantage of the NYSCH loan program. Please see the [Non-Public Schools](#) Web site for exact dates.

2. E-Catalogs:

Computer hardware available for purchase can be found in the following E-catalogs:

- **Computer Hardware** (e.g., desktops, laptops, printers and servers)
- **A/V + Computer Equipment & Interactive Whiteboards** (e.g., projectors, Smart boards, computer accessories)
- **Supplies and Instructional Materials** (security devices and graphing calculators)

These catalogs are accessible via FAMIS, the DOE's Web-based purchasing system.

3. Placing Orders:

Schools must place all instructional computer hardware orders via [FAMIS](#), the DOE's Web-based purchasing system. To access the e-catalogs, complete the following steps:

- a. Log in to [FAMIS](#) by typing your user ID and password into the appropriate fields. Click “Sign In”.

Note: If you have forgotten your user ID or need assistance, refer to the contact information available on the [Non-Public Schools](#) Web site.

- b. The “Welcome” page will appear. In the left-hand directory, click “Inquiry”, then click “Spending Plan Inquiry”.
- c. The “Spending Plan Inquiry” screen will appear. In the “Group By” field located within the “Required” box, select “Activity” from the drop-down menu. Click “Inquire”.
- d. A list of activity codes will appear. In the “Description” column, locate the line that reads “OBJ: 300”. The column to the left is labeled “Activt” (Activity Code). Make note of the code in the “Activt” column that corresponds to “OBJ: 300”. You will need to use this code later in the ordering process.
- e. On the left-hand side under “Purchasing / Payments”, click “Purchasing”. The “Purchasing Setup” screen will appear. In the “Options” box, click the following:
 - Contracted
 - E-catalog
 - Computer Hardware & Consumer Electronics
 - Computer Hardware
 - AV + Computer Equipment & Interactive Whiteboards
 - Supplies and Instructional Materials (select only if ordering security devices and/or graphing calculators)
 - i. If ordering from the *Computer Hardware* catalog, the “Purchasing: Computer Hardware” screen will appear. This screen will display information about your school, including the school’s address. This is the address where the vendor(s) will deliver your equipment.
 - Complete the fields found in the “Additional Information” section.
 - In the “Comments” box, type your e-mail address. Click “Next”. A pop up dialog box will appear. Click “OK”.
 - The “Add Spending Account Line” box will appear. Do the following:
 1. In the “Quick Code” field, type “012129”
 2. In the “Object Code” field, use the drop-down menu to select “0332”.

3. In the “Activity Code” field, type the 4-digit activity code you noted from the previous screen (step d above)
 4. Click “Retrieve Balance”
 5. Click “Add Accounting Line”
 6. Click “Close”
 7. Click “Next”
- The computer hardware E-catalog will appear. To begin shopping, click the icon that corresponds to the type of equipment you would like to purchase.
- ii. If ordering from the *AV + Computer Equipment & Interactive Whiteboards* catalog, the “Add Spending Account Line” box will appear. Do the following:
 - In the “Quick Code” field, type “012129”
 - In the “Object Code” field, use the drop-down menu to select “0332”.
 - In the “Activity Code” field, type the 4-digit activity code you noted from the previous screen (step d above)
 - Click “Retrieve Balance”
 - Click “Add Accounting Line”
 - Click “Close”
 - Click “Next”
 - The “Purchasing: E-catalog” screen will appear. You may search the catalog by any of the categories listed in the drop-down box (e.g., description, item number, vendor, etc.). Type a corresponding search term into the search box, and then click “Search”.
 - iii. If ordering from the *Supplies and Instructional Materials* catalog, the “Add Spending Account Line” box will appear. Do the following:
 - In the “Quick Code” field, type “012129”
 - In the “Object Code” field, use the drop-down menu to select “0319”.
 - In the “Activity Code” field, type the 4-digit activity code you noted from the previous screen (step d above)
 - Click “Retrieve Balance”

- Click “Add Accounting Line”
- Click “Close”
- Click “Next”.
- The “Purchasing: E-catalog” screen will appear. You may search the catalog by any of the categories listed in the drop-down box (e.g., description, item number, vendor, etc.). Type a corresponding search term into the search box, and then click “Search”.

f. Important: Not all items within a catalog are available for purchase with New York State Loan Program funds. Only those items designated as “NYSTL approved” qualify for purchase using state aid (including NYSCH funds).

4. Security Devices:

Appropriate security devices must accompany orders for computers (both desktop and laptop computers), 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 a security device that is compatible with your particular hardware, please review the [Compatible Security Devices Reference Chart](#). The DOE’s vendor for security devices – Datamation Systems, Inc. – provided this document. This vendor only provides security devices; it does not sell computers.

Reminder: Security devices are found in the *Supplies and Instructional Materials* E-catalog. When placing your order, use object code “0319”.

5. Fluctuations in Price for Eligible Audio Visual Hardware:

Contracted audio visual hardware vendors allow for price changes during the ordering period due to market conditions. Changes in price only affect their audio visual equipment. It is best to place and authorize (release) your order(s) within the same day to avoid price fluctuations. Items subject to price changes are updated weekly within the FAMIS E-catalog.

Modifying or Canceling an Order:

An order, once placed, cannot be cancelled or modified without proper authorization from the NPS Unit. This includes an even exchange of items ordered. To obtain authorization, complete an [Authorization to Issue a Change Notice](#) and submit it via fax or email to the NPS Unit.

Important: Authorization to change or cancel an order must be received by the NPS Unit within 24 hours of placing the order as vendors will not accept change notices after two business days from order placement. Please exercise extreme care when placing orders as we may not be able to honor your change request.

6. Delivery and On-line Certification of Delivery:

The only two vendors contracted to provide computer hardware to the DOE are Apple and Lenovo. These vendors will only deliver computers to a single location within the school building. Equipment will not be removed from their boxes once delivered.

Once a school receives its delivery, it is responsible for:

- Comparing the purchase order with the items delivered to ensure that the order is complete.
- Following up with a vendor immediately if an ordered item is missing. It is particularly important that orders are reconciled prior to the close of the DOE’s fiscal year (June 30th).
- Completing the On-Line Certification of Delivery within FAMIS. To accomplish this, do the following:
 - Log in to [FAMIS](#) by typing your user ID and password into the appropriate fields. Click “Sign In”.
 - The “Welcome” page will appear. In the left-hand directory, click “Inquiry”, then click “Document Inquiry”.
 - The “Document Inquiry” page will appear. In the “Document #” field, type your purchase order number (the number begins with “WR”), and then click “Inquire”.
 - The “Web Certification” page will appear. Certify receipt of documents as required, and then click “Save”.
 - Note: In the “Received Date” field, enter date received.

7. Equipment Installation:

State aid for computer hardware does not cover installation costs. If your school requires assistance with installation, you may wish to contact the following vendors:

- [ASI](#)
- [Lenovo](#)

Either of these vendors can install your new hardware for a nominal fee (at your school’s expense).

8. Equipment Warranties:

Warranty Information is as follows:

Equipment	Warranty
Apple	<ul style="list-style-type: none"> • One year equipment warranty for parts only Installation not included
Lenovo	<ul style="list-style-type: none"> • Three year equipment warranty • Onsite service warranty for desktops • Offsite service warranty for laptops (equipment must be mailed to a repair center)

Lexmark Printers	<ul style="list-style-type: none"> • Three year equipment warranty • Onsite service warranty
Dell Servers	<ul style="list-style-type: none"> • Next day business warranty • Three year support warranty • Basic installation

9. Inquiries:

For additional information or assistance pertaining to this or any of the New York State loan programs, please refer to the contact information available on the [Non-Public Schools](#) Web site.