

# NYS Computer Hardware Loan Program: Guidelines:

# 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) will be only for instructional/educational purposes. Non-public schools may not use hardware 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). The Non- public Schools Unit (NPS) within the Division of Financial Operations (DFO) at the DOE administers NYSCH similar to other New York State loan programs.

Available hardware and associated computer equipment for NYSCH is listed in the DOE electronic catalogs for browsing and selection. 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.

Non-public school staff responsible for placing NYSCH orders will review this document for guidance in placing their NYSCH orders. Below are the purchasing guidelines and ordering instructions. Additional information may be accessed on the Non-Public Schools site.

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# GUIDELINES

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).

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.

Computer Hardware Allocation Levels:

You may find the current allocation level for this fiscal year per eligible student on the Non Public Schools site.

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.

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

# Ineligible Expenses:

You may not purchase computer hardware and equipment intended for administrative use or religious purposes through this loan program. This includes the following:

* + Internet connectivity service
  + E-mail service
  + T1 communication lines
  + PDAs
  + Fax machines
  + Digital cameras
  + Blank disks

# Accountability:

All eligible computer hardware and equipment requisitioned for loan through the NYSCH loan program is the property of the DOE. An affixed label/tag or other identifying marker must identify all DOE hardware and equipment. 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.

# Legislative Action Concerning Flexibility of Instructional Materials Aid:

Changes in the State education law allow non-public schools to use funds received for certain loan programs interchangeably. The flexibility applies 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

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 site for exact dates.

E-Catalogs:

Computer hardware available for purchase can be selected 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.

Placing Orders:

Schools must place all instructional computer hardware orders via the [FAMIS Portal](https://www.finance360.org/famis/portal/login.aspx), the DOE’s Web-based purchasing system. To access the e-catalogs, complete the following steps:

1. Log in to the [FAMIS Portal](https://www.finance360.org/famis/portal/login.aspx) 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 site.

1. The “Welcome” page will appear. In the left-hand directory, click “Inquiry”, and then click “Spending Plan Inquiry”.
2. 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”.
3. A list of activity codes will appear. In the “Description” column, locate the line that reads “OBJ: 300”. You will be able to find the corresponding “Activt” (Activity Code) labeled in the column to the left as the code in the “Activt” column that corresponds to “OBJ: 300”. You will need to use this code later in the ordering process.
4. 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)
5. 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.
8. 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”.

1. 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”.

1. 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).

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. You may wish to contact the DOE’s vendor, Datamation Systems, Inc. for assistance in selecting a compatible security device for your particular hardware. This vendor only provides security devices; it does not sell computers.

Reminder: The *Supplies and Instructional Materials* E-catalog will list security devices. When placing your order, use object code “0319”.

Fluctuations in Price for Eligible Audio Visual Hardware:

Contracted audiovisual hardware vendors allow for price changes during the ordering period due to market conditions. Changes in price only affect their audiovisual 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:

Proper authorization from the NPS Unit is required to cancel or modify an order, once placed. 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: The NPS Unit must receive all requests to change or cancel an order 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.

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.

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

* + Removing the equipment from their boxes.
  + 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 30).
  + Completing the On-Line Certification of Delivery within FAMIS. To accomplish this, do the following:
    - Log in to the [FAMIS Portal](https://www.finance360.org/famis/portal/login.aspx) 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”, and 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.

Equipment Installation:

State aid for computer hardware does not cover installation costs.

Equipment Warranties:

Warranty Information is as follows:

* Apple
* One-year equipment warranty for parts only installation not included.
* Lenovo
* Three year equipment warranty
* Onsite Service warranty for desktops
* Offsite service warranty for laptops (equipment must be mailed to a repair center)
* Lexmark Printers
* Three year equipment warranty
* Onsite service warranty

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 site.