

CMCI Faculty Computer Purchasing Program (FCPP)



Faculty Instructions



Eligibility:

Faculty members are eligible for a new computer every fourth year through the Faculty Computer Purchasing Program (FCPP). For example, if someone's computer was initially purchased in FY 23, that faculty member should receive notification of eligibility for a new computer in July of FY 26. Faculty should wait until they receive notice from OIT (Office of Information Technology) that they are eligible for FCPP before submitting a request for a new computer.

How to Order a Computer and Get Reimbursed:

1. Choose a computer from the [FCPP Standard Models List](#). If the laptop you desire is not on the standard models list, you can ask for an exception by emailing fcpp@colorado.edu **before we place the order.**
 - a. NOTE: OIT reimburses \$1200, and CMCI contributes \$800 for FCPP, including the warranty cost. If the computer purchase costs more than \$2,000, the cost will come out of the faculty member's scholar's fund.
 - b. If you need help selecting a computer, you can contact CU Boulder's Desktop Support (DDS) by emailing help@colorado.edu or calling 303-735-4357.
 - c. NOTE: OIT requires all faculty computer purchases to include a minimum 3-year care/warranty plan.
2. When you have selected your new computer, fill out the [CMCI FCPP Request form](#).
 - a. Specific accessories are eligible for FCPP funding if purchased concurrently with the computer from the same vendor. These include monitors, keyboards, mice, adapters, cables, and docking stations.
 - b. Software is not normally eligible for FCPP funding unless purchased as part of a computer system's configuration. Please see the [Site Licenses Software list](#) for guidance on obtaining software.
3. CMCI Finance will notify you when your computer has been shipped and provide an expected delivery date. All computers ship to your campus address unless you request an exception (travel, remote work, etc.).

4. When your new computer arrives, DDS will already have set it up with your Campus credentials. When you log in for the first time, you will need to be connected to Wi-Fi, and you will use your IdentiKey Login Information.
 - a. NOTE: It takes about half an hour for all of the settings to load upon initial login. During this time, your computer will not be usable and must remain connected to the internet.
 - b. Your old computer remains the university's property and should not be transferred to personal use. If you do not wish to keep it as a backup work computer, you should return it to CMCI's tech team.

5. After setting up your new computer, send an email to CMCIFinance@colorado.edu with the serial number on your new computer. The CMCI Finance team will submit the required reimbursement forms to your Scholar's Funds speedtype to pay for your new computer, as referenced above.



Questions? Please contact CMCIFinance@colorado.edu.
