

PURCHASING INFORMATION TECHNOLOGY EQUIPMENT

Section: Information Technology

Policy: Information Technology (IT) equipment must be purchased in consultation with University Housing IT staff and with the approval of the appropriate unit director.

Purpose: The purpose of this policy is to establish procedures for requesting and purchasing IT equipment.

Scope: This policy applies to all University Housing units requesting to purchase IT equipment (e.g., computers, printers, software, mobile devices, AV equipment).

Procedure:

- I. Computers will be replaced according to a replacement schedule determined by the IT staff. Requests for new computers, monitors and printers should be directed to the information technology senior manager as part of the annual budget planning process. Should an off-cycle purchase be needed, the appropriate supervisor should submit an IT request.
- II. Requests for other IT equipment (e.g., monitors, keyboards, cable installations) or software (including free software) should be submitted by IT request. Requests should include the specific equipment requested, the reason the equipment is needed, number of items to be purchased, account number to pay for the purchase, how the equipment will be used and any known existing hardware or software limitations.
- III. Upon request, the IT staff will provide an estimate of the desired equipment and/or software to the requestor prior to making the purchase.
- IV. The IT staff will provide the purchase pre-approval form to the requestor for signature. The requestor will digitally sign and save on the shared drive location provided by IT staff.
- V. The IT staff will provide the director the purchase pre-approval form, Request for Information Technology Equipment Purchase form and price quote to the appropriate unit director for approval.
- VI. The director will decide if the purchase is approved or rejected. The director will also decide if the purchase will be approved for immediate purchase or must be requested in the next budget development process (e.g., for new or replacement monitors, new computers, printers, keyboards, software and/or mobile devices). If approved, the director will ensure the account number provided is the proper account to be used for the purchase. If rejected, the director will inform the requestor.
- VII. The director will save the form on the shared drive for the IT staff for action.
- VIII. Upon seeing the signed purchase pre-approval and Request for Information Technology Equipment Purchase forms, the IT staff will assign the cart to the appropriate purchasing specialist.
- IX. The purchasing specialist will process the cart and notify IT staff when the order is submitted.

- X. Upon receiving the purchased items, the IT staff will notify the purchasing specialist and furnish documentation of delivery, if available.
- XI. The IT staff will deliver or install purchased item, as requested.
- XII. The IT staff will resolve the IT request and complete the Request for Information Technology Equipment Purchase form.

Revised: December 7, 2022

Revised: December 9, 2020

Revised and approved by management team: January 8, 2019

Revised and approved by management team: September 19, 2017

Revised: October 31, 2016

Revised: April 2015