

OSU INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES

<b>Computer and Related Technology Purchases</b>	<b>6-009 INFORMATION TECHNOLOGIES April 2013</b>
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PURPOSE

This policy is to inform the user community about the procedures and requirements for obtaining information technology resources to be used on or in relation to the OSU Institute of Technology (OSUIT) campus or network.

SCOPE

This policy applies to all information technology and network-related resources to be used on or supported by OSUIT, whether located on the campus or in remote locations or facilities. Technology typically implies any device containing or operated by a microprocessor chip. These resources include but are not necessarily limited to:

- desktops, laptops, servers, and hand-held devices
- software running on these devices
- contracts involving applications and services from external vendors
- peripheral equipment (e.g., printers, scanners, etc.)
- hardware (e.g., drives, memory, monitors, etc.)
- cabling or connectivity-related devices
- audio-visual equipment including projectors, smart boards, video conference equipment, and any other audio-visual equipment that will utilize the campus network.

Exclusions – media such as removable and externally attached storage

STANDARDIZATION OF TECHNOLOGY

The university, as well as the OSU system, gains benefits by purchasing computer and related technology resources according to researched and agreed-upon standards. Agreement by a purchaser to involve Computer & Information Services (CIS) early in the development of any technology contracts, purchases, projects, or upgrades involving computers, software, hardware, networking, classroom technology, and other related products will help to ensure compatibility with standards.

Following standard configurations achieves benefits to the purchaser that include better pricing, faster processing of requests, better support, less costly maintenance, and a better ability to train on and provide assistance with technologies purchased.

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## VENDOR REVIEWS

It is the policy of CIS to periodically review performance by suppliers of technology for the benefit of the campus in terms of cost, service and reliability. CIS is also in contact with the technology leaders of the other state higher education institutions concerning what volume contract pricing we may be able to take advantage of and the satisfaction level these universities have with the vendors and technologies that they have utilized.

## POLICY

- 1.01 Purchase of computer and related technology resources must be coordinated through Computer & Information Services (CIS) and Purchasing. All information technology purchases require CIS approval *prior* to purchase in order to ensure compatibility and support capabilities.

## PROCEDURES

- 2.01 All technology purchases must be reviewed and approved by CIS prior to purchase, including items ordered via Procurement Card, RFP, Procurement Request, OKM number, CVI, Purchase Order, OKCorral or any other means.
- 2.02 CIS will provide service and support in making technology purchases and decisions.
- 2.03 Requests for purchases should go through the CIS Service Desk (via phone, email, web portal or in-person). The request will be routed to the appropriate person on the CIS staff. CIS will review the request and make a determination of approval or provide alternative recommendations. If requested, CIS will provide a quote to the requestor.
- 2.04 The requestor should take the request, the CIS approval, and any supporting documentation to Purchasing. Purchasing will place the order with the appropriate vendor and send a copy of the final Purchase Order to the CIS Department and to the requesting department for their files. All of these steps are included in the OKCorral workflow.
- 2.05 All technology purchases will be shipped to and received in the CIS Department, unless other arrangements have been made with CIS.
- 2.06 Once the orders are received, inventoried, and reported to Fiscal Services, they will be scheduled for configuration and delivery to the appropriate department.

Approved: August 2006  
Revised: July 2009  
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