

Policy No: 818

Area: Information Technology Services

Adopted: 8/9/2012

Purchasing Computing Equipment Operational Procedure

INTRODUCTION

This document constitutes a university-wide policy intended to provide guidelines for purchasing University Owned Computers such as end user desktop computers, laptop computers, monitors and all other associated computing technology equipment. The intent is to standardize equipment purchases to improve installation and maintenance service, ensure computing and communications equipment purchased for Central State University are compatible with the network and to reduce unnecessary expenses where possible.

Microsoft Windows Products are Preferred Choice over Apple Products

It is Central State University policy to purchase Microsoft Windows based computers for the majority of computing needs. Apple computers and accessories may be purchased where a specific demonstrated need for Apple products is required for a specialized function that cannot be met by substituting a Microsoft Windows based product. Apple product purchases will require specific written Department head justification as to why this Apple product is necessary to meet needs of the University. Preference for Apple products is NOT justification. This justification may be specialized software not available on Windows-based computers.

Laptop Security and Recovery Software

All laptops purchased or currently in use should have security and recovery software commonly known as “Laptop LoJack” pre-installed or purchased with the laptop for IT to install. All laptop purchase orders must include this software with a 3-year renewable license.

How to Purchase Computing Equipment

1.) The need for new or replacement computing or communications equipment is determined locally at the user or department level.

2.) The end user consults with the Manager of Administrative Technology Support to discuss their proposed usage of the equipment. Apple product purchases will require specific written Department head justification as to why this Apple product is necessary to meet needs of the University. Preference for Apple products is NOT justification. This justification may be specialized software not available on Windows-based computers

3.) The Manager of Administrative Technology will obtain two or three quotes from approved vendors on the State Term Schedule contract list and forward those quotes to the person who requested the computer(s). At least one quote shall be from an identified minority firm vendor.

4.) The quotes shall be reviewed by the Vice President for Information Technology for conformance with policy and suitability for use.

5.) The requestor's department creates an electronic requisition using the lowest price quote for the equivalent computer. The quote will be attached using Extender.

6.) A purchase order is created and sent to the chosen vendor.