

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES LETTER

<b>Computer and Related Technology Purchases</b>	<b>6-009 INFORMATION TECHNOLOGIES July 2009</b>
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PURPOSE

The Computer and Related Technology Purchases policy's purpose 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 Oklahoma State University Institute of Technology campus and/or network.

SCOPE

This policy applies to all information technology- and network-related resources to be used on or supported by Oklahoma State University Institute of Technology, whether located on the campus or in remote locations or facilities. 'Technology' typically implies any device containing or operated by a computer 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, keyboards, monitors, mice, etc.);
- cabling or connectivity-related devices; and
- 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 CDs, DVDs, floppy disks, pen drives, etc.

STANDARDIZATION OF TECHNOLOGY

The University 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.

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Following standard configurations achieves the benefits of better pricing for components and supplies, and less administrative overhead; and to the purchaser of better pricing, faster processing of requests, better support, less costly maintenance, and a better ability to train on and provide assistance with technologies purchased.

### 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.

### 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.

### 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, 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 Help Desk (via phone, email, 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. Once a request is approved, CIS will return all necessary documentation to the requestor. If applicable, CIS will also send 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.
- 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 and inventoried, they will be scheduled for set up in and/or delivery to the appropriate department.