

# SAP 27.99.99.T0.01 Procedure for Purchase of Information Technology



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## Procedure Statement

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This Standard Administrative Procedure (SAP) provides guidelines to standardize and ensure compatibility of computer purchases and to facilitate the acquisition process.

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## Reason for Procedure

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In order to standardize and ensure compatibility of information technology purchases and to facilitate the acquisition process, Information Technology Services (ITS) has developed these procedures for coordinating computer purchases.

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## Procedures and Responsibilities

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- 1.1 ITS will configure, review, and update specifications for standard computers for purchase by the university. This will include three basic configurations for systems - constituting a high-end, mid-range and low-end.
  - 1.2 ITS will determine "best value" based on:
    - Price
    - Performance
    - Reliability/equipment failure rate
    - Technical support
    - Warranties
  - 1.3 ITS will use allocated money, when available, for a campus-wide computer refresh for library patron machines, labs and classrooms.
  - 1.4 PCs will be rotated between the library, labs, classrooms and administrative areas based on hardware needs to extend the useful life of systems and to optimize costs for the University overall.
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- 1.5 ITS will review all computer requests-to-purchase for compliance with standards and compatibility with other university resources. ITS will contact the requestor to revise or clarify the configuration and specifications, if necessary. Both the requestor and ITS must approve any revisions. This process is to determine compatibility with existing standards, networks and systems.
- 1.6 Once Purchasing receives the request-to-purchase with the ITS approval indicating the review is complete, the purchase process will continue without further analysis.
- 1.7 Computers will be recorded on the departmental inventories. When a computer is moved to another area of the institution as part of the computer refresh (or otherwise), inventory transfer procedures will occur as normal.
- 1.8 ITS will evaluate all computer-related equipment for use elsewhere before assigning it to surplus property.
- 1.9 If the equipment is deemed unusable, all the data will be removed from the hard drive or the hard drive will be removed and destroyed. The computer will then be transferred to surplus. In some cases, useable parts will be removed from the computers for use in repairing other computers.

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## **Contact Office**

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