COMPUTER HARDWARE & SOFTWARE PURCHASING

PURPOSE

The purpose of this document is to describe the procedures and guidelines for purchasing computer hardware and software.

POLICY

A. HARDWARE

1. Purchasing of computer-related hardware includes, but is not limited to the following: computer terminals, micro computers, hard disks, monitors, memory cards, communications cards, tape back-up systems, hard copy devices, dot matrix printers, letter quality printers, laser printers, plotters, mini computers, disk drives, band printers, tape drives, expansion cabinets, work stations, scanners, bar code readers and printers, palm pilots and other PDA's (personal data assistants).

2. Requests to purchase computer hardware should begin with a departmental budget request during the University’s annual budget development process. Since the budget cycle is well in advance of any purchase, it will be possible to amend an original budget request.

3. The following three steps are to be followed to purchase computer hardware or software:
   a) Step 1
      i. The requestor should follow the normal purchasing procedures in Banner by filling out an electronic requisition.
   b) Step 2
      i. The CIO will review the requisition electronically from the Banner Approval Queue. The requestor will be notified if the request is not approved.
c) Step 3

i. If the CIO approves the Requisition, it will be electronically forwarded to Purchasing for conversion into a purchase order.

ii. If the CIO approves the requisition, but determines that there will be no technical support, the requestor will be notified.

B. SOFTWARE

1. The purchase of computer software includes, but is not limited to the following:

   Micro Computer software:
   - Word Processing
   - Spreadsheet
   - Database
   - Image processing
   - Text processing
   - Numerical analysis
   - Virus protection
   - Disk formatting and recovery
   - Full system packages
   - Communications
   - Mathematical analysis & computations
   - Graphic packages
   - Other

2. The CIO may recommend an alternative method of securing the software such as using an existing package if appropriate, or making a copy if the University has a site license.

C. INVENTORY

1. Inventory Control will be directly involved in tagging inventory items, and conducting a yearly physical inventory of hardware and software. Copies of all purchase orders for hardware and software are printed in the Inventory Control department. All deliveries of hardware and
software must be made to Central Receiving where they will be recorded, inventoried, and, where appropriate, tagged (unless prior arrangements have been made with Central Receiving and Inventory Control).

2. Some hardware and most software cannot be tagged using the University’s Barcode tags. However, all of these items can be assigned a Banner generated Permanent Tag number. They will then be recorded and logged into the University’s physical inventory database. Once items have been logged, the Central Receiving staff will deliver, or notify the requestor, that the materials have arrived.

3. Special considerations must be given to computer hardware, such as micro computers, hard copy printers, and other similar devices. The serial number of each item must be logged in and entered into the Banner database along with the Permanent Tag number. The physical location for each item must also be provided and entered.

REVIEW

This policy will be reviewed annually by the Chief Information Officer and the Vice President for Administration and Finance.