

Purchasing of Hardware and Software

The policy described in this document is intended to centralize the purchasing of computer hardware and software at Wagner College. This is being done for the following reasons.

- Instituting a computer replacement policy is only possible if we have a complete inventory of all computer hardware and peripherals on campus
- Bulk purchases of computer hardware and software can significantly reduce the price/unit
- Standardization, where possible, improves the service that Technical Support and Academic Computing is able to provide to all users
- Controlling software disbursement to meet our licensing agreements is required by law and subject to external audit

All purchases of computer hardware (e.g., workstations, laptops, printers, scanners, servers, monitors, computer peripherals) and all software (e.g. single copies, licenses, upgrades) will be processed through the Department of Information Technology and shipped to the Department of Information Technology.

Every department wishing to make such a purchase will contact the IT Procurement Officer with a complete description of what is needed. Information Technology will research the purchase to find the best price and communicate back to the individual with the price information. If the department wishes to make the purchase, they will provide the budget code to which the purchase will be charged, thereby authorizing the purchase, and IT will place the order.

The purchase will be shipped to the Procurement Officer within the IT Department and catalogued. The Procurement Officer will notify Technical Support and Technical Support will arrange with the purchaser for installation of the purchase.

In the case of computer workstations, Technical Support will put the College's standard software on the machine. If other software is needed on the machine, the purchaser should alert Technical Support to their needs when the installation appointment is made.

In the case of software, Technical Support will install the software onto the appropriate computer(s). The software media itself (the CD or DVD containing the applications) will be stored by Information Technology. This assures that the media is available if it ever needs to be reinstalled and allows for audit control of the media.

All purchases of computer hardware and software must be approved by the Business Office and must be placed on a college purchase order which has been signed by either the Controller or the Vice President for Finance and Administration before the purchase order can be placed.

Questions or concerns regarding this policy should be directed to the Director of Information Technology.

Policy effective March 20, 2006