WASHINGTON STATE UNIVERSITY TRI-CITIES TECHNOLOGY PURCHASE POLICY

POLICY:

All WSU Tri-Cities departmental technology purchases shall not be completed without prior approval through the WSU Tri-Cities Information Technology department

TECHNOLOGY PURCHASES THAT FALL UNDER THIS POLICY

Items including (but not limited to)

- Desktop computers, laptops, tablets, and mobile devices
- Computer peripherals
  - Cabling and adapters
    - power, display, network, audio, and USB
  - Docking stations
  - Headsets
  - Keyboards
  - Monitors
  - Laptop dongles
  - Large external hard drives (NOT FLASH DRIVES)
  - Mice
  - Microphones
  - Scanners
  - Speakers
  - Web Cameras
- Printers
- TV's
- Projectors
- Cameras (of any kind)
- Wireless adapters
- Battery Backups
- Office and Conference Phones

PURPOSE:

To ensure:
- Compliance with Acquisition of Computer Equipment, Services, or Software (BBPM 70.24)
- Technology purchased is compatible with existing technology.
- Network Connectivity
- Data security
- Verify the equipment needs to be purchased.
  - WSU Tri-Cities Information Technology could possibly have equipment in stock.

- To ensure efficient and accurate inventory tracking.
- To ensure compliance with BPPM 70.24

Process	Stakeholder	Review Date
Originator Submission	Aaron Brumbaugh	August 4, 2020
First Review	Cabinet	November 16, 2020
First Review	Leadership Council	November 18, 2020
Public Comment	Campus Community	December 18 – January 18
Second Review and Approval	Leadership Council	January 29, 2021
Second Review and Approval	Cabinet	February 1, 2021
System Approval	Attorney General	March 9, 2021
System Approval	Central Purchasing	April 7, 2021
30-Day Review		June 18, 2021
60-Day Review		July 18, 2021
90-Day Review		August 18, 2021
3-Year Review		August 2024

APPENDIX

PROCEDURES:

- All requests shall be in compliance with BPPM 70.24.
- WSU Tri-Cities employee will fill out the WSU Tri-Cities IT Purchase Request Form.
- The request will initially be sent to the department supervisor to verify departmental approval.
- Upon supervisor approval the request will be sent automatically to WSU Tri-Cities Information Technology staff for processing.
  - WSUTC-IT will respond to the request within 2 full business days.
- In the event the requested equipment is in stock, the WSU Tri-Cities IT department will notify the requestor as well as the requestors supervisor that a purchase is not necessary and provide the requested equipment from the IT Departments storage.
  - A quote will not be provided, and the purchase will not be continued by any means.
- Upon WSUTC-IT's approval, the approval will be sent back to the requester with a partially complete Business Office Purchase Request containing all relevant information about the purchase including: Item description, cost, count, quote ID number provided by a vendor (if applicable), and valid signature approval from the IT department.
- The requester will then need to take the partially complete Purchase Request provided by WSU Tri-Cities Information Technology staff and complete a requisition request in Workday required information including budget code(s), budget authority approval, and supervisor approval in the form of a valid signature and forward it to the WSU Tri-Cities Business Office to complete the order.
  - If ordering by departmental P-Card, attach the WSU Tri-Cities Information Technology quote to your P-Card reconciliation report.

RELATED POLICIES AND DOCUMENTS:

Please visit the following page to see examples of standard computer peripherals.
https://tricities.wsu.edu/IT/Config