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

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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