I. **Purpose**

The purpose of this policy is to provide a set of guidelines governing the purchasing of technology, to leverage volume purchasing, to adhere to technology standards, and to ensure that all technology equipment has lifecycle replacement funding.

II. **Applicability**

This policy applies to the procurement of all Wilkes-owned technology-related hardware resources. These resources include but are not limited to:

- Desktop CPUs & monitors
- Laptops & notebooks
- Peripheral equipment (e.g. printers, scanners, etc.)
- Projection units
- Smartboards
- Servers
- Network equipment
- Software

III. **Policy**

**All** technology hardware and software purchases for Wilkes must be processed through Information Technology Services, (IT Services) except where otherwise pre-arranged. This includes purchases made using PCARDs.

Technology funding for approved budgeted initiatives and life-cycle replacement will be administered centrally. Any technology purchases that would require a different replacement cycle will be considered to be exceptions and must include adjusted budgeting provisions and senior management approval.

Software budgeting must also include provisions for licensing beyond the initial purchase. For example, most licensing includes provisions for an
annual maintenance fee to provide ongoing vendor support. It is the policy of Wilkes to utilize software products that are legally licensed.

When colleges, divisions, departmental, or grant funds are utilized to acquire technology, they must fund the initial hardware and/or software acquisition as well as transferring the appropriate ongoing budget for life-cycle replacement costs.

All technology no matter the source of funding will be viewed as the property of Wilkes general inventory and managed by IT Services in accordance with Wilkes technology policies.

IV. Responsibilities

Colleges, divisions and departments must plan and identify their upcoming technology needs during the budgeting process.

Finance & Support Operations will budget centrally for approved technology initiatives and lifecycle replacement.

Colleges, divisions and departments requesting hardware or software that they either did not identify or was not approved during the budgeting process, will fund the initial purchase and transfer the appropriate ongoing budget (one third the cost) for life-cycle replacement costs.

If equipment older than three years is being replaced it **must** be returned to the general inventory of the institution within fourteen days. Departments **may not** relocate, re-distribute or re-assign any technology assets without first communicating with IT Services so to ensure the integrity of our technology inventory.

IT Services will be responsible for reviewing and processing all technology purchases.

V. Ordering Process

All requests for hardware & software are to be made by contacting the help desk.