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.

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
- Network equipment
- PDA’s
- Peripheral equipment (e.g. printers, scanners, ect.)
- Projection units
- Servers
- Smartboards
- Software
- VoIP telephone equipment

III. **Policy**

All technology hardware and software purchases for Wilkes must be processed through Information Technology Services, (IT Services) except in cases where the equipment does not require support from IT Services nor will it interface with campus computers and/or network and equipment. All IT related purchases are to be processed through the Controller’s Office – Procurement. Note: P Cards cannot be used for any software purchases.

Colleges, divisions and departments must plan and identify their upcoming technology needs during the budgeting process.
Colleges, divisions, and departments may choose to upgrade from the current approved equipment standards by funding the difference in cost.

“When academic or grant funds are to be utilized to acquire technology, the requesting academic unit must obtain VP, Dean, and/or Provost approval and identify funding for the initial purchase and if necessary future life-cycle replacement. ”

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 life-cycle replacement of equipment with a purchase cost of $500 or more.

Colleges, divisions and departments will budget for equipment upgrades beyond the life-cycle equipment standard.

IT Services will be responsible for reviewing and processing all technology purchases as part of budget process involving VP Finance and Operations and Information and Technology Committee.

V. **Ordering Process**
All requests for hardware & software are to be made by contacting the help desk. Follow up will be made by IT services within three business days to understand and process requests.