



# Computer Software/Hardware Acquisition Policy & Guidelines

Information Technology Services, Rossey Hall, Room 049; Extension 3350, <http://www.njcu.edu/dept/its>

## Policy

In order to facilitate asset management and inventory tracking of University technology, all requests for computer software and hardware must be reviewed by the Department of Information Technology (IT), and if applicable, coordinated with the Technology Capital Budget Manager. Doing so will ensure technology purchases adhere to minimum university standards for hardware and software, and provide a means for validating software license compliance. The standards are for basic computing services and support, and do not include specialized, discipline-specific hardware and software. However, proof of license compliance is required for all software purchases, and all hardware must be inventoried regardless of type and/or funding source.

## Guidelines

- ☞ Please be sure the items are included in the department budget, capital request process, or external funding process to ensure availability of funds.
- ☞ All items up to \$1000 can be applied to the department's operating or capital budget.
- ☞ All items over \$1000 must be charged to and evaluated as a capital budget expense.
- ☞ All externally funded items should be charged to the appropriate grant account.
- ☞ If an item does not conform to published standards, the requestor must provide a memo that explains the specific need and justifies the purchase according to those requirements.
- ☞ University standards may be adjusted periodically to accommodate the needs of the community based on the the purchasing history of all departments and as new technologies become available.

## Procedure

1. Before ordering hardware or software, the requestor must check the appropriate Standards document. (see [http://www.njcu.edu/dept/its/documents/HS\\_Standards.pdf](http://www.njcu.edu/dept/its/documents/HS_Standards.pdf))
  - If software, check if the desired product is site licensed. If so, call the ITS Help Desk to schedule installation. If not, use the authorized distributor listed when filling out the purchase order requisition form.
  - If hardware, use the appropriate hardware standard configuration specifications and authorized dealer information when filling out the purchase order requisition form.
2. If the desired hardware or software is not on the standards list or if you wish to use a different vendor, provide a justification memo with your purchase order request.
3. Send the purchase order request to the Purchasing Department. *Purchasing will forward the request and justification (if included) to ITS and place the order on hold, pending review and approval.*
4. Upon authorization, Purchasing will process the order.
5. Upon receipt of software, the purchaser must send a copy of the license or proof of purchase (e.g. signed invoice, certificate, etc.) to ITS to verify license compliance.