



Office of Space Utilization & Analysis Policy & Procedure #2

TITLE: **PURCHASING OF COMPUTERS, COMPUTER EQUIPMENT OR SOFTWARE FOR DEPARTMENTAL USE.**

OBJECTIVE AND PURPOSE: To establish a standard procedure for purchasing computers and computer related equipment or software within the division of the University Architect & Vice President's Office. To assure that all computers, peripherals such as printers, scanners, plotters, etc., computer devices, such as Hard Drives, CD-ROMs, RAM, etc., and software installed on computers connected to the University Architect & Vice President's network, are compliant with current software applications and the network operating system.

RESPONSIBILITY

ACTION

REQUESTING DEPARTMENT ♦ Contact the Office of Space Utilization & Analysis (OSUA) in writing, or e-mail, to request a quote for all computer related purchases including software.

NETWORK ADMINISTRATOR ♦ Meet with client to determine the type of computer, equipment, or software needed to sufficiently perform the required function. If client has a preference for specific equipment or software, verify compatibility with network.
♦ Select the vendor and appropriate equipment/software to be purchased to assure there are no incompatibility issues with the network. Contact the vendor for a written quote on computers, computer hardware and software requested by the client.
♦ Submit quote to the Director of requesting department for further action.

REQUESTING DEPARTMENT ♦ Forward a copy of the executed Purchase Order, for all computer related purchases, to OSUA.

MAINTENANCE CONTRACTOR ♦ Contact OSUA to establish a schedule for the setup of new computers requiring access to the network. This includes computer moves.
♦ Provide a copy of the license certificate, if applicable, or list of software to be installed on any computer connected to the network.
♦ It is the responsibility of the Maintenance Contractor to purchase the current version of the operating system software utilized by the division for each computer connected to the network.

COMPUTER SUPPORT ♦ Upon approval of equipment, setup and install all computers, peripherals and computer software for the requesting department and Maintenance Contractor.
♦ Store all computer software in secure area within OSUA.

Issued By: Lowery	Date Issued: 4/01/01	Date Revised: 9/10/01	Effective Date: 9/10/01
APPROVED:	Vice President	Associate V.P.	Director