

FACILITIES IT PURCHASES

EFFECTIVE DATE: 1/13/2017

Scope

This policy explains the procedure for all computer and software purchases for the Facilities/Construction Management (F/CM) department.

Reason for the Policy

The reason for this F/CM policy is so that the Facilities IT team can ensure the following:

1. All computer and software purchases made by F/CM maintain compatibility with existing University IT infrastructure.
2. Assurance that all purchases related to IT equipment comply with University purchasing guidelines and asset inventory requirement.
3. All licensing is consolidated with the University IT department.
4. The Facilities IT budget can be properly forecasted and allocated.

Process

- A. All computer purchases must be reviewed and approved by the Facilities IT team, before initiating a purchase request. This includes items such as laptops, desktop computers, personal printers, iPads and mobile devices. IT will not make purchases to support personally owned devices.
- B. All software purchases must be reviewed and approved by the Facilities IT team, before initiating a purchase request. This includes Photoshop, AutoCAD, etc. Facilities IT will help install approved software once a service request is submitted. However, Facilities IT is not responsible for maintaining online subscriptions or other resources that do not require IT support.

- C. Staff members request purchases by submitting a Facilities IT Work Request through FIXIT.
- D. All questions or clarification on IT related purchases should be directed to the Facilities IT team.

Office of Authorship and Revision History

Facilities IT Team

Revision Date: 1/17/2017

Revision Author: Assistant Director of Facilities Technology