

## **Wilmington University Technology Purchasing Policy**

### **Purpose**

To explain the procedures and policies to be followed in the procurement of technology goods and services. This will ensure that the University receives the most aggressive pricing and that items are properly received and inventoried. Furthermore, the Information Technology Department will be informed of and prepared to support the technical needs of the University.

### **Scope**

The following items are covered by this policy.

- All desktop and laptop computers (Both PC and Mac)
- Printers
- Scanners
- Tablets (iPads, etc.)
- Software (including web applications)

Exclusions:

- Canon copiers
- Smart phones

### **Policy and Procedures:**

#### **Procurement**

- Before placing an order for technology goods or services, that fall under the scope of this policy, the Information Technology department will be notified via the help desk ([helpdesk@wilmu.edu](mailto:helpdesk@wilmu.edu)).
- A meeting may be scheduled with the requestor to fully understand the nature of the good or service.
- Purchased items will be received by Information Technology and, if valued over \$200, have a University asset tag (green tag) applied to the item.
- All software license information, including keys, will be retained and managed by Information Technology.
- Orders will not be placed until a budget number has been submitted to the help desk.
- Orders submitted at the end of the fiscal year should be placed no later than May 15<sup>th</sup>. This is to ensure that the items are received by June 30<sup>th</sup>. Items received after June 30<sup>th</sup> will be charged under the new fiscal year.



### **Budgeting**

- Information Technology is to be included in budget preparations and requests which include any goods and services outlined by this policy.

### **Disposal**

- When equipment has reached end of life, it will be recovered by Information Technology where it will be returned to the manufacturer to recoup any residual value.
- Equipment of no value will be properly recycled and any data will be wiped from the system.
- Retired hardware and software will not be donated or sold to employees.

### **Definitions:**

Tablet: devices such as the iPad, Streak, Xoom, etc., that typically have a 5" to 10" screen but do not include a physical keyboard attached to the unit.

Smart phone: devices such as the iPhone, Blackberry, Droid, etc.

### **Revisions:**

1.0 – Created March 28, 2011

1.1 – Modified May 24, 2011

