

# Columbus State University Computer Equipment Purchasing Policy

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## 1.0 Background

Computer Information and Networking Services (CINS) recommends standards for all CSU technology purchases. For the purposes of this policy, technology includes computer hardware, software, peripherals, and other networked devices. It is imperative that CINS is actively engaged in all technology purchases to address the following:

- Adherence to the institution's technology plan
- Compatibility with the CSU network environment
- Suitability based on needs assessment
- Availability of sufficient CINS resources
- Initial and recurring costs
- Manufacturers' warranties

State Purchasing establishes competitive statewide contracts for a wide variety of products, services, and equipment. Where possible, the University utilizes contracted vendors to ensure the purchase of best value, high-quality goods and services.

## 2.0 Purpose

The purpose of this policy is to establish standards, guidelines, and procedures for the purchase of technology equipment at CSU.

## 3.0 Policy

- CINS must approve all technology purchases to ensure the compatibility and suitability of the equipment.
- CSU must attempt to purchase items from vendors under state contract. However, CSU may purchase items not available under contract from other vendors. The buyer should consult with CINS about such purchases, as a suitable substitute may be available under contract.

## 4.0 Procedures and Responsibilities

- Users must submit a request via RemedyWeb to receive a price quote for hardware or software purchases. It is important that the user supply all of the required information in order to avoid delays.
- CINS provides a "standard" specification (quote) for desktop and laptop PCs, printers and peripherals. Click [here](#) for more information.
- CINS completes quotes on the official CSU Purchase Request form and sends them to the requester via e-mail or campus mail.
- The buyer's department is responsible for preparing the final purchase orders in accordance with [CSU purchasing policies and procedures](#) and securing the necessary signature approval.
- The Purchasing Department submits all orders.
- The Receiving/Inventory Department takes delivery of purchased equipment, verifies its accuracy, registers it in the equipment database, tags it with a CSU bar code, and delivers it to the appropriate office for installation. See policy and procedures for [Computer Equipment Installations](#)