**Technology Purchases Policy**

**Section I**

**Policy**

Tiffin University requires the coordination of the acquisition of technology related goods and services with the Information Technology Services department and the Technology Advisory Committee. These items include, but are not limited to computers, tablets, servers, monitors, routers and switches, audio visual equipment, multi-function printers/copiers, software, etc. In accordance with TU policies, additional approvals may be required depending on the cost.

**Section II**

**Justification**

The goal of the approval process is to ensure that all IT hardware, software and services are compatible with the University's technology environment and that they meet TU IT security policies prior to purchase. Information and Technology Services (ITS) works closely with the Technology Advisory Committee (TAC) to ensure technology purchases are compliant with applicable policies, regulations, contracts and vendor licenses. IT requests are also reviewed to ensure they align with IT best practices and standards which improve reliability and reduce the total cost of ownership. Additionally, IT expenditures must abide by the President's directives regarding budget challenges to make certain that we are getting the most value from our technology investments.

**Section III**

**Steps for purchasing IT products and services**

Prospective purchasers are expected to work with the Information and Technology Services department and/or TAC early in the review and purchase process. The process for submitting a request for purchasing of technology are outlined below:

1. Prior to purchasing any IT product or service, the designated office/person for approvals in the academic unit or department should review the request and if approved bring it to the correct subcommittee with the following information:
   a. Name of the person/department the item or service is for
   b. A short justification (A few sentences are generally fine) for the purchase

    c.  The IT product or service (make, model, version, vendor, etc. as applicable) that is being requested
    d.  How will it be used
    e.  The price – both initial and ongoing fees.
    f.  Funding source/includes research/grants

2. The subcommittee or their designee will review the request and either approve, reject or request additional information. If approved they will send to TAC for finally approval.
3. Upon approval, ITS will work with the department and the business office to purchase the product or service in the most cost-effective manner possible.
4. ITS will work with the department to communicate delivery/install dates as appropriate.

**Exceptions and Notes**

The following items do not require CIO/TAC approval and can be purchased by departments. For items in bold below, it is recommended that you work with ITS to purchase to ensure that it will function properly. In many cases, ITS may be able to source the technology at a lower cost. Please send email to pctech@tiffin.edu for assistance in purchasing these items.

1. **Consumables**
2. Surge Protectors
3. **Wireless Mice/Keyboards**
4. **Headphones**
5. Flash drives

Note: Software purchased under existing site-licenses or contracts does not require committee approval however, it does need to be purchased through ITS. You can do so by sending email to pctech@tiffin.edu


If you are unsure as to whether your purchase requires TAC approval, please ask.