

## Technology Purchase Policy

The purchase of ALL technology items should follow the Technology Purchase Policy. The purpose of this policy is to ensure compatibility across all systems, prevent risk to University systems, ensure that MU obtains preferred pricing, and ensure the purchase falls within the scope of MU's supported device/software list. The Information Technology group should be consulted in the early discussion/planning stages regarding needs for both hardware and software to ensure purchases will meet the needs of the buyer and meet MU's requirements. IT will also assist in obtaining quotes for the desired equipment. With the exception of the items listed under Category A below, ALL TECHNOLOGY-RELATED PURCHASES REQUIRE APPROVAL FROM INFORMATION TECHNOLOGY (Tom Marthers) PRIOR TO COMMITMENT TO PURCHASE. Such approval is required regardless of funding source (for example, grant funds) or method of payment. **Because these purchases REQUIRE PRIOR APPROVAL, technology-related purchases other than those listed in Category A, may not be purchased using a p-card.** A purchase requisition must be approved through Jenzabar before purchases can be made and subsequently paid either through corporate card or check payment to the vendor.

Please note that failure to follow the Technology Purchase Policy may result in revocation of purchasing card privileges and may require personal reimbursement to the University.

Technology purchases fall into the following categories.

**Category A** includes items whose purchase does NOT require approval prior to the purchase and therefore may be purchased using a P-Card. Please see the list of these items below.

**Category B** includes items which must have approval from Information Technology PRIOR to the commitment to purchase. Items that are technology-related (as described below under Category B) must be approved through Jenzabar prior to a commitment to purchase. Once the purchase is entered into Jenzabar, it will be routed electronically to IT for approval/denial. Payment for these purchases will be made using a Corporate Card which should be requested when a requisition is entered in Jenzabar. Payment and/or support for purchases which are not properly approved may be denied.

### **A. Items that DO NOT require prior approval and MAY be purchased with the P-card:**

Mouse (IT should be notified if a wireless mouse is being purchased)  
Keyboards (IT should be notified if a wireless keyboard is being purchased)  
USB Thumb drives  
Power Strips  
Recordable Media: Floppy, CD, CD-RW, CD-R, DVD, DVD-R, DVD-RW Discs  
External speakers  
Networking Data Cables

### **B. Items that DO require approval prior to Commitment to purchase and MUST be purchased with a Corporate Card**

**(Please note items purchased with a p-card will be treated as non-authorized expenses and are subject to possible personal reimbursement to the University by the p-cardholder):**

TVs, VCRs, DVD players  
ALL software  
ALL hardware including laptops and desktops  
Tablets, IPADS  
Internal or External Hard Drives  
Internal or External Floppy Drives  
ALL new computer systems  
ALL monitors  
Optical Drives: CD/CD-RW, DVD/DVD-RW both internal or external

Thin Client Devices  
Projection Devices  
Smartboard devices  
LCD projection devices  
ALL servers  
All printers  
Memory of any kind  
Computer Processors  
Computer Motherboards  
Video Cards  
Computer Power Supplies  
Modems  
Network Interface Cards: internal and external  
Network fiber optic cable  
Uninterrupted power supplies (UPS)  
Video Cables: VGA, SVGA, HDMI, DVI  
Switches: keyboard, mouse, and video (KVM)  
Hubs, USB, Ethernet  
All switches  
All routers  
ALL wireless access points  
IO Cards: PCI, IDE, Parallel  
RJ45 Wall jacks and faceplates  
Cables: D-Sub, IDE Floppy, cable splitters, mini-din, null modem, printer cables, SCSI, Serial ATA  
cables Relay racks: standing or wall mounted  
Patch panels  
Fiber connections: multimode of singlemode: SFP, GBICs, ST, SC, MT, LC connectors  
Fiber termination racks, converters or connectors  
Fiber patch cords  
Computer power supplies  
Wireless Microphones

Failure to follow the Technology Purchase Policy may result in revocation of card privileges and may require personal reimbursement to University.