

Washington College Technology Purchasing Policy

POLICY

In order to achieve the best possible and the most cost effective service levels for all college owned and funded software, technology, technology related items, and telecommunications items, all purchases of this type must be made through, and/or vetted by, the Office of Information Technologies (OIT) for hardware or Library Academic Technology (Miller Library) for software. The purpose of this policy is to enable Washington College to adhere to audit requirements for a proper inventory and accounting of IT and IT related items.

This policy applies to all IT or IT-related purchases made with any and all college funds, including grant funds. IT and IT related items must “not” be purchased individually by staff, faculty or departments (with WC corporate credit cards, WC Check Requests or other financial means) or with personal funds, expecting reimbursement after the fact.

The best service level can be provided when technology purchases are made using the contracted vendors with which there are purchasing agreements and contracts. Technology equipment and software cannot normally be purchased outside of the contracted vendor accounts and must be vetted through OIT and Academic Technology. The Technical Services group's technicians are trained and certified to perform warranty and non-warranty computer repairs on Lenovo and Apple equipment.

Washington College has a contract with Sprint for college cellular telephones and wireless equipment. The College will not support cellular telephones from other vendors. The contract requires the college to use a specified minimum number of Sprint cellular telephones or other equipment. Cellular telephones and services that are purchased outside of the contracted vendor cannot be charged to the college or reimbursed personally.

Please note that many items are available at the Help Desk located in the lower level of William Smith Hall. They have on hand for individual or departmental purchase some of the following items: printer ink and toner, thumb drives, blank media, printer cables, Ethernet cables and much more. Please contact them about these items if you need them by calling extension 7777.

For software purchases, please contact:

**Adrian Peterson, Senior Project Manager in Academic Technology at:
apeterson2@washcoll.edu or extension 7421**

For all other IT or IT-related items such as those listed on the next page, please contact:

the LAT Help Desk at:

help_desk@washcoll.edu or extension 7777 and they will put in a purchase ticket for OIT Acquisitions.

Partial Listing of Covered Technology Items

This list includes, but is not limited to:

**ALL Computer Software – through Adrian Peterson, Library Academic Technology
apeterson2@washcoll.edu, extension 7421**

The following items should be requested through the Help Desk at help_desk@washcoll.edu or extension 7777 and they will put in a purchase ticket for OIT Acquisitions.

ALL:

Laptops
Desktops
Tablet computers (such as iPads, etc.)
Monitors and displays
Computer Battery Backup devices
Servers
Printers
Hard Drives
Keyboards
Computer mice
Cables
Connectors
Computer Speakers and microphones
Ink and Toner for printers
Cameras – including digital cameras, video cameras, web cameras and camera related accessories
Audio equipment – including speakers, microphones, mixers, music & MP3 players, voice recorders and other audio related items
Televisions
DVD and multimedia players and related items
Gaming Consoles and related items
Telephones and related items
Cellular Phones and accessories
Fax Machines
Scanners
GPS devices
Network devices
Projectors and related items
Smartboards
Computer Repair Parts

**If you are unsure if an item falls under the College's Technology Purchasing Policy, please call:
The OIT Acquisitions Department at extension 7290 or the Help Desk at extension 7777**