

Overview:

These procedures are to be used when CEHD faculty and staff have a need to purchase hardware, software, or other technology.

Note that University Information Technology (UIT) renews faculty and staff primary computers in accordance with a contractual warranty timeline, every 4 years. Monitors are replaced every other cycle (8 years). If you are experiencing issues with your standard technology within those timeframes, complete a [UIT Service Ticket](#).

If you require additional technology beyond the standard office setup, follow the steps outlined below.

Procedures:

1. Complete a [UIT Purchasing and Procurement Request](#).
 - a. You must provide a funding source on the request. If you are purchasing items for a grant, and you do not already know your funding information, reach out to your grant manager. For other funding sources, contact Heather Lotysz. They will be able to provide you with the different funding sources that you can use. Moving forward, please create a list of these numbers that you can easily access for your convenience when making purchases.
2. If UIT responds that a Non-Standard IT request is required, please email the CEHD Chief Business Officer (CBO) for assistance.
3. **Include all of the following in your email request to the CBO:**
 - a. Vendor Name
 - b. Audience for the software/system (who will be using it?)
 - c. Business Need/Problem
 - d. Proposed Solution
 - e. Consistency/Fit with Organization's Mission
 - f. Select one: What level of data will be provided to the vendor (see [1203.7 Classification of Common Data Elements.pdf](#) for definitions):
 - i. Public
 - ii. Private
 - iii. Restricted
 - g. Link to vendor Terms & Conditions on the vendor website
 - h. Vendor contact information:
 - i. Name
 - ii. Phone
 - iii. Email
4. Please allow 4-6 weeks for the vendor to be approved and purchase to be completed.