POLICY TITLE: UW Tacoma Computer Hardware, Software and AV Equipment Purchase Policy

This policy covers the purchase of all State and UWT owned computer hardware, software and instructional media and classroom equipment, including equipment funded by internal and external agencies, research grants and donations (i.e. any funding sources with a university budget number).

In order to ensure the equipment purchased will be compatible with existing systems on campus, adhere to the technical standards specified for our current systems, and meet the needs of the users of UW Tacoma, the different units of Information Technology, including Computer Services and Media Services, will complete the purchase orders or e-procurement requests, write the technical specifications, and coordinate the bidding process for all the aforementioned equipment and software purchases. As much as possible, IT will include equipment maintenance contracts in all of the purchases.

IT will maintain an inventory of all UW Tacoma owned desktop computers, printers, laptop computers, servers as well as AV equipment for check out and installed in all classrooms and meeting rooms. IT will provide support services for equipment listed in this inventory. IT will also maintain an inventory of all UW Tacoma software.

Equipment and software purchases not processed in adherence with this policy will not receive either state inventory or technical support from Computer Services and/ or Media Services of IT.

Should individual departments prefer to purchase hardware manufactured by unknown vendors or vendors not on the State contracts, IT will evaluate the items on a case-by-case basis and may reject the requests. If so, an alternative equipment solution will be provided to meet the State, the campus, and the user requirements.