



Computer Hardware, Software, and AV Equipment Purchase Policy (updated 04/12/2024)

This policy covers the purchase of all State and UW Tacoma 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 university WorkTags).

In order to ensure equipment, software, and services purchased will be compatible with existing systems on campus and adhere to campus standards, IT must be included in the following:

- Initiating contact with the vendor, including contract review and negotiation
- Initiation and completion of purchases. (IT will work with UW Tacoma purchasing on your behalf.)
- Coordination of the bidding process
- Review and approve technical specifications

UW Tacoma IT will include equipment/software maintenance contracts in these purchases, when available.

UW Tacoma 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 IT.

Should individual departments prefer to purchase hardware or software manufactured by vendors that are not IT approved, IT will evaluate the items on a case-by-case basis and may reject the requests. If so, IT will recommend an alternative solution that meets WA state, the campus, and user requirements.

When purchasing new IT equipment, UW Tacoma IT will charge a disposal fee for each item purchased during the purchasing process. Please go to the below website for current disposal fees.

<https://www.tacoma.uw.edu/it/it-disposal-fee>