

## Information Technology Procurement Guideline

### Purpose

The purpose of the IT equipment purchasing guideline is to establish standards, minimum performance capabilities and security of information, which also provides cost-effective standards for all end user computer hardware, software, mobile devices, printers, storage, servers, and cloud services for Southwest Texas Junior College. These standards allow Information Technology to leverage economies, streamline operations, minimize down-time and provide for a higher quality service.

### IT Hardware & Software Procurement

- Information Technology is the primary authority for purchasing IT hardware, software, and services for the College. These include laptops, desktops, tablets, phones, mobile devices, printers, storage, servers, and cloud services.
- A department or individual must purchase computer hardware and software through IT. Hardware or software not purchased through IT may not be eligible for reimbursement.
- Items purchased using any college funds including individual grants, remain property of the College and not the individual or department.
- At a minimum all equipment must be tagged as an asset for inventory and tracking purposes.

### IT's Commitment to the Process

- Providing consulting services including designing the optimal specifications which meet the individual or department requirements.
- Obtaining the best price and/or service.
- Prompt delivery and installation of equipment and software.
- Installing College licensed software.
- Providing access to College assets including the Internet, networked drives and printers, wireless and wired networking.

If a specific requirement cannot be met by College standards then non-standard items (including but not limited to a major project) will be considered on an individual basis.

Justifications can be submitted on the appropriate Hardware/Software request form.

Purchasing will only process requests with approval from Information Services, and Information Services will only proceed with the requested approval of the party's immediate supervisor and the Department Vice President. Upholding these standards and regulations is a joint effort between Purchasing and the department of Information Technology.

- Requests are made through a Hardware/Software request Form that can be obtained from the Help Desk, the SWTJC Website or the IT Directors Sharepoint site.
- Apple products cannot be purchased on a credit card from retail locations, or Apple.com, they MUST be ordered through a PO, and therefore may take longer to process than those items that are in stock.
- Non-approved app purchases on College-Owned Wireless Communication Devices will be the financial responsibility of the assignee.
- Questions concerning items being purchased should be directed to the IT Help Desk at (830) 591-7323 or email [helpdesk@swtjc.edu](mailto:helpdesk@swtjc.edu).