



STANDARD OPERATING PROCEDURE

SOP TITLE:	Information Technology - Computer Procurement		
SOP NUMBER:	SOP466		
DIVISION / DEPARTMENT:	Business Affairs – Information Technology		
REVIEW DATE:	01-JUL-2024	AUTHOR:	Michael Acosta
POLICY REF:	BA466_Computer Procurement Policy		

STANDARD PROCEDURES FOR: Procurement Procedures for Computer	
STEPS:	INSTRUCTIONS:
	NOTE: It is not the intention of this document to suppress or complicate the procedure for obtaining additional new or used computing equipment. The Information Technology Department (ITD) is happy to answer questions and provide vendor addresses or suggestions to help with determining your needs, whether they are hardware or software. ITD can often provide quotes for requested equipment or software so the requester can complete purchase requisition.
STEP 1	Requests for equipment or software should be identified and discussed at departmental or program level with the supervisor. If needed department or program head will discuss and obtain approval by appropriate vice-president for funding outside departmental or program funding.
STEP 2	If a quote already exists, it will be provided to ITD for review and approval or denial. ITD will also verify cost is lowest cost available to WNMU.
STEP 3	If approval is given ITD will coordinate with requester to complete the order and receive the equipment for setup or installation by the ITD.
ADDITIONAL INFORMATION:	
	ITD APPROVAL – The Purchasing Department requires that ITD approve the purchase requisition prior to them issuing a purchase order. After IT reviews the requisition or quote they will either approve or deny via email with appropriate reasoning provided for denials.
	APPROVED MANUFACTURERS – ITD will review manufacturers annually and provide quotes utilizing approved manufactures when requested.
	OTHER CONSIDERATIONS - PERSONAL EQUIPMENT - Employees are not encouraged to bring their own computers to work for extended time periods. WNMU is not responsible for loss or damage of such equipment or for maintenance and support. The individual takes full responsibility for such risks.
	REMOVING WNMU OWNED COMPUTERS FROM WORKPLACE - If an employee needs to take equipment home in order to complete a task, they may do so upon approval from their department chair or supervisor.

	<p>AUTHORIZED INFORMATION TECHNOLOGY SIGNATURES - The following people have signature authorization for approving purchase requisitions regarding computing equipment:</p> <ul style="list-style-type: none"> • Chief Information Officer • User Support Director • Director of Network Operations • Telecommunications Manager

REFERENCES / RESOURCES:	BA466_Computer Procurement Policy
NOTES:	