

Technology Purchases Policy-2020

Policy Statement: All Technology purchases are managed by the IST department. This ensures proper tracking of the asset and adherence to University best practices.

Reason for Policy: The purpose of this policy to create an authorized process for Technology purchases at the Georgetown Law Center.

Scope of Policy: This policy covers all Technology purchases at the Law Center.

Audience of Policy: This policy is intended for all University faculty and staff who purchase technology for their departments or staff.

Policy Text:

- All Technology Purchases at the Law Center are managed and driven by the Law Center IST department.
 - In an effort to enhance and streamline our services, we have created a request portal that contains multiple forms to expedite, track and centralize your request for the following items – there's no need for a separate ticket when utilizing one of the following forms:
 - Adobe Software License
 - FRA (Faculty Research Account) Purchases
 - Hardware Requests
 - Smartphone Request
 - We have also worked with Financial Affairs to allow our community to purchase, without requiring IST approval, the following items (technology accessories):
 - Cell phone chargers*
 - Computer chargers*
 - Keyboard*
 - Mice*
 - Computer speakers*
 - Computer monitor privacy screens
 - Computer monitor stands
 - Cell phone cases*
 - Cell phone protective screen covers*
 - Track pads
 - Stylus
 - Cameras
 - External headphones whether for Cisco phones or cell phones
- * IST will still provide these items in their most basic form with new implementations

- Whether you submit an expense reimbursement or whether you utilize the GMS punchouts for the above mentioned products, you will no longer be required to obtain IST support.
- No Pro-Card technology purchases will be approved by finance for the items listed below. Please contact the Law Center IST department to initiate/make your technology purchase request.
 - Computer Monitors
 - Printers
 - Laptops
 - Desktops
 - Software
 - Computer Docking Stations.
- You will need to provide your departmental work tags to IST when making the purchase request.
- You will be responsible for reimbursement to the University if your technology purchase is made without IST approval through your Pro-Card.
- All purchased assets are the property of the University and will be returned to IST upon your last day of work.
- Assets are NOT to be transferred within the department without IST being involved in that transfer.
- All technology requests need to be initiated with the IST Service Desk via the use of the forms provided in the [request portal](#).

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