

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
 - Zoom Studio Faculty Request
 - Law Center Software and Cloud Services Review/Approval Request
- We have also worked with Financial Affairs to allow our community to purchase, without requiring IST approval, as per the IST approval matrix found [here](#).
- Whether you submit an expense reimbursement or whether you utilize the GMS punchouts for the products mentioned within the matrix, 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 for the below listed items:
 - 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](#).

