TITLE: **Requisition Processing**
Computers, Hardware, Software

I.   Purpose

The purpose of this guideline is to define a procedure for the procurement of computers, hardware, software, and copiers.

II.   Procedure

In order to standardize the equipment and provide necessary support; all computers and printers must be quoted by the ITS Service Center via a Tracker ticket prior to purchase.

All software (**whether new or a renewal**) must be reviewed and approved by the ITS Service Center. Review of the requested software is vetted against the requirements of the SUNY Information Security Policy #6900, SUNY Information Security Guidelines: Campus Programs & Preserving Confidentiality #6608, SUNY Electronic and Information Technology (EIT) Accessibility Policy #6901, and the Data Risk Classification Policy. All software used on University owned computing resources, regardless of funding source, need to be approved prior to purchasing. To facilitate this risk analysis and procurement process, the Software Application Request Form must be filled out.

 All terms & conditions, terms of use, terms of the agreement, end user license agreement, etc. must be reviewed and approved by the Director of University Services or the Director of Contracts.

When entering your requisition in FredMart, be sure to use the commodity code 81112200.

All licenses must be issued to ITService.Center@fredonia.edu and not individuals.

All computers, printers, and software orders are delivered to the ITS Service Center for prep and installation.