

Procurement of IT Equipment and Software

Version 1, October 14, 2022

PURPOSE:

To establish the College of Engineering (CoE) policy for initiating Information Technology (IT) purchases or contracted services of computers, computing peripherals, and software from vendors outside the University.

SECURING PROPER APPROVALS:

Financial expenditure approvals as established by Policy [FN18](#) and executed in SIMBA ensure that proposed purchases are appropriate and reasonable and that adequate and appropriate funding types are available. In addition to the requirements of [FN18](#), this CoE policy establishes the requirement that all CoE IT purchases using any university funds (general, gift, endowment, grant, etc.) must be handled and approved by CoE (college, department, or unit) IT staff. IT purchase items can include, but are not limited to, servers, desktops, laptops, tablets, and terminals.

All CoE IT related peripheral purchases must also be handled and approved by CoE IT staff. Exceptions to this requirement may be granted to research faculty by their department head for one-time peripheral purchase, but this should be limited to unique time-sensitive needs.

All software purchases must follow Penn State procurement policy and procedures; information can be found at <https://purchasing.psu.edu/software>. Due to the complexities of the software procurement policies and procedures, all software purchases and renewals should be done using assistance and/or guidance from CoE IT staff. Software purchased with university funds may only be used on Penn State owned computers unless installation on personally owned devices is expressly permitted by the software licensing agreement; with the exception of Penn State site-licensed software, approval by the unit executive is also required. While the use of personally owned devices to store or process Penn State data, is strongly discouraged, this policy affirms that all computers, whether Penn State owned or personally owned, that process or store Penn State data are subject to all University and College policies regarding IT and information security and use.

For the use and procurement of external consultants, see University Policy [BS17](#).

SET UP, INSTALLATION, AND MANAGEMENT:

All computers purchased with any university funds must be set up by CoE IT staff in compliance with Penn State, College, and Departmental requirements and standards for security and manageability.

Software is required to be installed by CoE IT Staff, who will ensure compliance with any and all license restrictions and export control requirements.

Peripherals should be supportable and appropriate to the task and, whenever possible, consistent with the other equipment of that type in the unit.

The College IT unit will maintain inventory, tracking, life cycle management, warranty coverage, and maintenance of all computers, peripheral equipment, and software.

POLICY STEWARD

Chief Administrative Officer, College of Engineering

SUBJECT MATTER EXPERTS

Financial Officer, College of Engineering

Director of Information Technology, College of Engineering

REVISION HISTORY

October 14, 2022 – new policy created.