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|  | PURCHASING DEPARTMENT FREDONIA STATE UNIVERSITY OF NEW YORK | GUIDELINE NO: 118 |
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| | | ORIGINAL: January 2003 LAST REVISED: July 2016 REVISION DATE: January 2018 |
| TITLE: Requisition Processing Computers, Hardware, Software, and Copiers | | |

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](#), and the [Data Risk Classification Policy](#). All software used on University owned computing resources needs to be approved and categorized on the Data Risk Classification & Approved Electronic Services. 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 Contract Services or the Director of University Services.

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

Copier and fax information can be requested by submitting a Tracker Ticket (Tracker@fredonia.edu) or by contacting the Purchasing Department at 673-3438. With multiple vendors on State Contract, it is best to meet the representative in person so that a full evaluation of your needs can be performed.

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