

INFORMATION TECHNOLOGY SERVICES

COMPUTER, PERIPHERAL, SOFTWARE, AND PRINTER - PURCHASING

ITS Store on TechWeb – Computer & Peripheral Purchasing:

If you or a colleague needs new computer equipment (laptop, desktop, monitor, docking station etc.) visit the ITS Store and review the items available. To get there, log into **TechWeb**, click on the **My Requests**, then on **Technology**, then on **ITS Store/Quotes**. The ITS Store has the standard computer and laptop configurations listed and priced for your convenience; most of these items are already in stock on Campus. If you need something not listed in the ITS Store you can submit a request for a Custom Order from the link on the ITS Store main page. To place an order:

- To add an item to your cart, click on the item and then click on “add to cart”.
- When you are ready to check out, click on the shopping cart, then click on Checkout.
- Next, you will need to specify the FE Account String, Index Code, Project ID, Grant Code (if any), Activity Code 1 and 2, Budget Authority, Deliver To (name), Who Will Use This Computer, Primary Location Device Will Be Used (which Campus).
- Place any additional information you think necessary in the notes field and click place the order.
- This order process automatically creates a FACTS ticket for the order (so you don't have to) and sends an email to the Budget Authority, requesting approval for the purchase.
- **If you need something not listed in the ITS Store you can submit a request for a Custom Order from the link on the ITS Store main page.**
- Keyboards and Mice may be purchased from Amazon or Office Depot with a P Card.
- **Note:** all computer equipment (laptop, desktop, monitor, docking station etc.) except for Keyboards and Mice must be purchased through ITS from Dell by utilizing the Custom Order ticket process. Oregon Tech’s relationship with Dell allows us to receive bulk pricing and specific warranties. Departments may not bypass ITS and order from Dell directly.
 - This process ensures that all computer equipment and peripherals are entered into the University Inventory system for insurance, warranty, and repair purposes.
- *Note: Please place separate orders for each individual person.*

Printers – for Individual use:

- If you need a printer, please submit an ITS FACTS Ticket with your request. Please specify why an individual printer is necessary. Across Campus there are leased printer/copier units, these printers are the primary devices that should be used for printing.
- If you need a Ricoh Printer/Copier moved, please contact the DRC to make this request. Copiers may not be moved by Oregon Tech Staff and any damages sustained to these printer/copiers will be the responsibility of the department that moved them.

Software Approval Prior to Purchase

Software Review Process:

Please note that ITS reviews ALL software license agreements and subscriptions prior to purchase. This review is based on the list below and is designed to ensure the software application and vendor meet all applicable security standards and address issues of liability, compatibility, and accessibility. Once this review is complete, it is the responsibility of the purchasing stakeholder to obtain approval for the purchase from the budget authority. The software review is intended to precede the purchase as outlined below:

- Submit an ITS FACTS Ticket with the software licensing agreement, technical specifications, and quote if available. Please include the professional and implementation services agreement if applicable. ITS will process software purchases or service agreements as follows:

- Determine if the delivery environment defined in the agreement meets OIT networking and security standards.
- Ensure the Terms and Conditions appropriately address areas of liability, compatibility, and accessibility.
- Validate that the annual increase is not excessive.
- Identify if Oregon Tech currently owns software providing the same or similar feature set.
- Contact the vendor for a quote if one has not already been obtained and provided within the FACTS ticket.
- Acquire written confirmation of funding for ITS to submit the purchase order.
- In addition to the above, all procurement processes are followed by ITS
- Software purchases or renewals processed by AP without attached ITS approval will be referred to ITS for review.

Software Approval Process Feedback:

- If software is not determined to be secure or to meet OIT software standards to address security, liability, compatibility, or accessibility; ITS will refer the request to the appropriate executive(s) for a review of risk and liability.
- If OIT currently owns software that provides the same or similar feature set, ITS will make all parties aware of current offerings and work to resolve any issues associated with use of current software that may be contributing to the additional software request. Due to overall budget impact ITS will refer duplicative software requests to the appropriate executive(s) for approval.
- If the annual increase noted in the software agreement is excessive, ITS will advise stakeholders of the impact and will engage in negotiating a more favorable escalator or engage with stakeholders to identify alternatives.

Software Purchase:

If the request includes the purchase of software through the ITS index on behalf of another or multiple departments, purchase orders will be processed only after all funds are transferred into the ITS001 index. If the request is to be funded by a departmental index, it is the responsibility of the department to provide written confirmation of the appropriate index before requesting ITS submit the purchase order.

Note: All original software agreements, on-premises or in the cloud, and all renewals need to be reviewed and approved before purchase. To ensure that software is not purchased before being reviewed and approved, software is not to be purchased on P Cards nor with personal funds from departments Faculty or Staff.

For questions or assistance, please contact the ITS Service Desk at 541-885-1470 or to submit a FACTS ticket via email at Techsupport@oit.edu.

All purchases from the ITS Store are for Oregon Tech business purposes only. If you would like to make a personal purchase, please go to www.dell.com/oit and take advantage of the OIT and Dell partnership discount.