

IT PURCHASING

This memo provides guidance on IT Purchases for CFAES units. It updates previous direction given since the May 2018 implementation of the CFAES IT Transformation Project and the recent switch to Workday. The new IT Spend Categories are listed near the end of this document in the FAQ section. Items that fall into these categories are subject to Fiscal and IT review prior to purchase.

Requisition and Expense Report Submissions

The IT Service Desk will continue to purchase standard items such as workstations and peripherals. This process has not changed and will be kicked off by a submitting a ticket to the IT Service Desk. Starting here allows us to provide [some standard items](#) at no additional cost. For more information on what's included and examples of what may require a separate purchase, please see the [“Additional Expenses”](#) section. The purchase of IT items that are not standard will need to follow the process outlined below:

- Submit a ticket/contact the IT Service Desk.
 - If the request is regarding software, please indicate in your ticket if you need to purchase a software license or if you already have a software license that needs to be installed.
- Requisition request - Submit a requisition request in Workday and choose one of the spend categories listed below. Please list the ticket number (RITM#) of your IT ticket in the comments or memo field.
- Expense Report: If a vendor does not accept a PO, then a PCard transaction may be acceptable. An IT Ticket (RITM#) must still be obtained prior to purchase. Internal departmental dialogue between a PCard Manager and Cost Center Manager is encouraged prior to the PCard transaction occurring. Completing a PCard transaction prior to final resolution of the IT ticket may result in scrutiny of PCard access as well as longer lead-out times on necessary IT actions listed in the “Software and Digital Services” section of this document. All PCard transactions are documented via Expense Report using the appropriate spend category and expense item, and RITM# number added to the memo field.

If insufficient information is provided, the Cost Center Manager, IT reviewer, and/or Service Center may pass the requisition request back to the requester for more details.



Administrative Resource Center (ARC) Resources

Information regarding procurement through requisition requests and expense reports can be found in the ARC. Please visit some of the sites below to view these documents.

- <https://admin.resources.osu.edu/>
- [Create a requisition to procure goods & services](#)
- [Create a requisition on behalf of another user](#)
- [Create an expense report for credit card transaction \(non-travel\)](#)

More information about the Workday purchasing process can be found in the BuckeyeLearn training "[The Buying Experience](#)".

Key Information and FAQs

- **Software and Digital Services:** The University requires all software be thoroughly evaluated for [digital accessibility](#) as well as [information security](#) to determine whether university data may be stored or used with desired 3rd party cloud based providers or services. Such evaluations take extended periods of time to review and approve. Please submit all new and renewal requests to the IT Service Desk to begin the evaluation process well in advance of the need to acquire them. We appreciate your assistance and patience while we adhere to these university policies.

Please keep the following in mind when submitting a ticket to the IT Service Desk to request new/ renewal software and digital services. All of the following reviews take time and benefit from submitting tickets well in advance.

- All new or renewal requests for software/web-based subscriptions may need to be put through a risk assessment to ensure it meets University security standards.
- All new or renewal requests for software/web-based subscriptions may need to be put through an accessibility assessment to ensure it meets University ADA compliance.
- All new or renewal requests for software/web-based subscriptions agreement/contract may need to be reviewed by Purchasing and Legal to ensure the language aligns with University policies.
- All purchase requests need to be reviewed and approved by the Cost Center.

If any new software/web-based subscriptions requested are found to be unfit for any of the reasons above, IT will work with you to find an alternative solution.

If any renewal software/web-based subscriptions requested are found to be unfit for any of the reasons listed above, we will need to re-evaluate the use of this software or immediately terminate its use.



Key Information and FAQs

- **Personal Reimbursement:** The purchase of any item IT-related item paid with personal funds and without IT Service Desk approval is strictly prohibited and reimbursement will be denied.
- **Tablets/iPads:** These items must be purchased through the IT Service Desk to ensure the devices are properly prepared and secured prior to deployment and/or usage. In the event the device is lost or stolen, the security measures placed at the time of preparation will prevent exposure of University data.
- **Service Level Agreement (aka “SLA”):** Our goal regarding IT items is not to put the responsibility on our community to figure out what items are covered under our service level agreement with the OCIO. By submitting a ticket to the IT Service Desk, it allows IT to work with you to determine the best equipment/software available for your needs. IT will also be able to look through their catalog of standard items and determine opportunities where cost savings may be available.
- **Cellular / data-based service plans with external providers (phones, hot spots, etc.):** CFAES generally will not provide allowances or expense reimbursements to or payments on behalf of faculty and staff for cell phones, other equipment with cellular connectivity, service plans or internet access services that are used in the course of performing University job-related business. [University Cell Phone Policy \(now under Expenditures\)](#)
- **IT Spend Categories:** If you have a question about an IT Spend Category, contact the IT Service Desk and your Cost Center Manager for additional guidance on the purchase protocols.

IT Spend Categories

- Audiovisual Equipment (SC10728)
- Audiovisual Services (SC10511)
- Audiovisual Supplies (SC10381)
- IT Computer Accessories (SC10397)
- IT Computer Components (SC10398)
- IT Computer Equipment and Computers (SC10399)
- IT Computer Services - Data (SC10516)
- IT Computer Services - Hardware Maintenance (SC10517)
- IT Computer Services - Internet (SC10518)
- IT Computer Services - Software Maintenance and Licenses (SC10519)
- IT Computer Software (SC10396)
- IT Computer Software (SC10396)
- IT Service Delivery - Access Management (SC10536)
- IT Service Delivery - Cloud-based (SC10537)
- IT Service Delivery - Telecomm (SC10538)
- IT Supplies - Communications Devices (SC10411)
- IT Supplies - Network Equipment (SC10606)
- Professional Services - IT Computing (SC10565)
- Utilities - Telecomm (SC10710)
- Utilities – Television Services (SC10505)

