

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. The most common IT-related items are listed below and classified into one of three (3) categories. Each category has specific purchase protocols and processes.

Category #1: Items Not Required through the IT Service Desk

The below items are permitted to be purchased directly by units using established University procurement methods (eStores, PCard, PO, reimbursement, etc.).

- Flash Drives
- SD/Memory Cards
- Bags, Cases or Furniture for laptops and tablets
- Batteries / Universal Power Sources / Power Strips
- Wireless Clickers & Presenters
- Screen Protectors
- Site-licenses for established software available through OCIO Self-Service (e.g. SAS)
- DSLR “Point and Shoot” cameras
- iPad accessories (cables, stylus, keyboard, case)
- Printers, Printer Parts, Ink/Toner
 - The University encourages use of UniPrint’s Managed Print Services program. More information on this campus initiative is located at: <https://uniprint.osu.edu/services/managed-print-services>

Category #2: Items Required through IT Service Desk at No Additional Cost to Units

Procure these items by contacting the IT Service Desk at 614-514-4848 or itservicedesk@osu.edu. The standard versions of below items are provided as part of the per person/per device cost, with no additional charge to units or departments. **However**, if a request requires specialized or more expensive versions, or extra items (e.g., a second headset) then the IT Service staff will work with customers so that any additional costs are charged back to the unit.

- Computer
- Skype or Zoom related equipment
- Wireless Router
- Computer Peripherals including external Hard Drive, Keyboard, Mouse, DVD Drive, Speaker
- Adapter / Cable Charger for the standard devices

Category #3: Items Required through IT Service Desk with Full Cost Charged Back to Units

Procure these items by contacting the IT Service Desk at 614-514-4848 or itservicedesk@osu.edu. The below items will be evaluated for University standards, and, if allowable the purchase will be processed by the IT Service Staff and full cost charged back to the unit.

- Software and license renewals (if not currently available through OCIO Self-Service)
- Tablets or iPad, Digital Flagship Bundle (DFB)
- Domains, Web Services, Web Applications, Web Storage
- AV-related items including digital signage, projector, TV



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Key Information and FAQs

- **IT Item Not Listed:** If a specific IT-related item is not listed under a category, contact the IT Service Desk for additional guidance on the purchase protocols.
- **Personal Reimbursement:** The purchase of any item listed in categories #2 or #3 paid with personal funds and without IT Service Desk approval is strictly prohibited and reimbursement will be denied.
- **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 requests to the IT Service Desk for new evaluations and renewals well in advance of the need to acquire them. We appreciate your assistance and patience while we adhere to these university policies.
- **Tablets/iPads (category #3):** 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 restrictions placed at the time of preparation will prevent exposure of University data.
- **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. [CFAES Cell Phone Policy](#)
- **Coding of Purchases:** All IT purchases not on the SLA will have an eRequest entered by the IT Service Desk which is routed to the department fiscal approver for approval and coding to the proper chartfield(s).

