

Arkansas State University - Jonesboro

Effective Date: 07/01/96

Number: 08-05

Section: Computer and Information Services

Subject: Computing Software/Hardware Acquisitions

The following procedures apply to the acquisition of computer hardware and software. These procedures do not apply to non-hardware/software items such as paper, ribbons, cartridges, diskettes, etc.

1. The department will initiate an online requisition in consultation with Information and Technology Services (ITS), if necessary.
2. The departmental will approve the requisition.
3. ITS will approve the requisition.

If the acquisition of computer hardware or software involves the ASU Foundation, the procedures are as follows:

1. The preferred method is to make all purchases through Procurement Services as outlined above.
2. The ASU Foundation Office will transfer funds from the foundation account to the appropriate university department account.
3. If ITS is not included in the review/approval process, ITS will not install the system or assume any maintenance responsibility for the system or for software, boards (including network), or peripherals that may be utilized.

Reviewed 05/31/13.