

COMPUTER PURCHASING POLICY

POLICY SUMMARY

To increase support efficiency while reducing total cost of ownership, Northern Arizona University operates a centralized computer hardware standardization and purchasing program. Generally, all desktop, laptop, tablet, handheld and workstation computers configured with the Windows, Mac, Linux/Unix, iOS, iPadOS, Android, or ChromeOS operating systems purchased with University funds or funds under the University's control must be selected from the University's list of approved standard configurations or must otherwise be approved by the Information Technology Services ("ITS") Computer Purchasing Manager. It is not required to purchase computer peripherals such as keyboards, mice, or monitors through the University's computer purchasing program.

REASON FOR THIS POLICY

Centralized computer standardization and purchasing reduces operational costs, increases support capabilities, efficiencies and ensures endpoint computing security compliance, and allows the University to negotiate discounts from its contracted computer vendors.

ENTITIES AFFECTED BY THIS POLICY

- All University units

WHO SHOULD KNOW THIS POLICY

- All University employees who use endpoint computing equipment
- All University officials who administer or authorize endpoint computing equipment purchases

DEFINITIONS

Computer Hardware Committee: the committee, chaired by the ITS Computer Purchasing Manager and composed of IT support personnel, that reviews and approves the University's standard endpoint computing configurations.

ITS Computer Purchasing Manager: the University official who manages and oversees the University's computer purchasing program in accordance with this and all other applicable purchasing policies.

POLICY

A. Applicability

This policy applies to the purchasing of all desktop, laptop, tablet, handheld and workstation computing devices (collectively, "computing devices") using University funds or funds under the University's control that are configured with the Windows, Mac, Linux/Unix, iOS, iPad OS, Android, or ChromeOS operating systems.

B. General

Computing devices may only be purchased with University funds or funds under the University's control in accordance with this policy. University officials may use only the approved methods described on the University's [computer purchasing website](#) to coordinate their purchase of University computing devices with the ITS Computer Purchasing Manager. The appropriate authorized unit official who oversees computing device purchases, as determined by the applicable SpeedChart, grant, or contract number, is referred to as the "authorized signer." Both the ITS Computer Purchasing Team and the "authorized signer" must approve the computing device purchase. While other applicable purchasing policies may apply, it is not required to purchase peripherals, such as keyboards, mice, or monitors, through the University's computer purchasing program.

C. Standard Configurations

Generally, all computing devices purchased by the University must be selected from the University's approved list of standard configurations, which is compiled by the ITS Computer Purchasing Manager and reviewed and approved by the Computer Hardware Committee. In special circumstances, the ITS Computer Purchasing Team is authorized to approve purchases of non-standard or specialized computer configurations.

D. Custom Quotes

Requests to purchase non-standard or specialized computing device configurations must be approved in writing by the ITS Computer Purchasing Manager. Custom Quotes are intended to accommodate special circumstances or research goals. The ITS Computer Purchasing Team is responsible for reviewing non-standard computer purchase requests to ensure that the hardware request aligns with vendor contracts, ITS security requirements, endpoint support considerations, and Total Cost of Ownership (TCO). The ITS Computer Purchasing Team will be responsible for applying the appropriate pricing structure. Non-standard computer purchase requests, with related ITS support conditions, must also be reviewed and approved in writing by the appropriate Vice President, Dean, Chair or Director.

E. Compliance

Computing devices purchased in violation of this policy must be returned and replaced as needed with compliant equipment. The purchasing of non-compliant computing devices in violation of this policy is subject to disciplinary action in accordance with applicable Arizona Board of Regents and University employee conduct policies. Relevant supervisors and unit heads will be notified of non-compliant computing device purchases using University funds or funds under the University's control. ITS will not support non-compliant or unapproved computing devices.

RESPONSIBILITIES

Computer Hardware Committee: review and approve the University's standard computer configurations list.

ITS Computer Purchasing Manager: manage and oversee the University's computer purchasing program in accordance with this and all other applicable purchasing policies; review and approve non-standard computer purchase requests. research, review, and approve the University's standard computer configurations list.

Establishes the programs policies and procedures.

ITS Computer Purchasing Team: oversee the University's computer purchasing program in accordance with this and all other applicable purchasing policies; review and approve non-standard computer purchase requests.

Vice presidents, deans, and directors: approve in writing all non-standard computer purchase requests originating from their areas of jurisdiction that have unique support requirements.

PROCEDURES

To purchase a computing device with University funds, speak to the official responsible for approving computing device orders for your unit and, when authorized to do so, use the [Submit a Computer Purchase Request](#) tool available from the University's computer purchasing website to initiate the process.

RELATED INFORMATION

Forms or Tools

[Submit a Computer Purchase Request](#)

[NAU Computer Purchasing Website](#)

Cross-References

[Appropriate Use of Information Technology Resources](#)

[Data Classification and Handling](#)

[Device Configuration Management](#)

[Contracting and Purchasing policies](#)

[Information Security](#)

[Information Security Awareness Training](#)

[Purchasing](#)

Sources

There are no external sources associated with this policy.

APPENDIX

None.