

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: Information Technology

POLICY/PROCEDURE: Information Technology Purchases

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Purpose

To provide an appropriate method for the purchase of OTC computer technology hardware, software, and peripherals at the lowest possible price that leverages economies of scale and ensures the technology obtained meets minimal configuration specifications and warranties.

The intention is to limit the variety of systems the College purchases and simplify the process. The purchase price of a computer or other technology component is a fraction of the total cost to the College during the lifetime of the product. In fact a computer, printer, or software package that appears to be inexpensive may be very costly if the standard suite of network software and hardware used at OTC will not work. Network management, troubleshooting, and the purchase of consumables will be chaotic and costly unless the inventory of College computers, printers, and software becomes more uniform.

Standardization of Technology

At any point in time, the College gains benefits from maintaining within reason the practice of purchasing equipment according to agreed-upon standards. Agreement by a purchaser to accept standard configurations achieves the benefits to the campus of better pricing for components and supplies, and less administrative overhead; and to the purchaser of better pricing, faster processing of requests, better support, less costly maintenance, and a better ability to train and provide assistance with technologies purchased.

Purchase of non-standard technology components is not prohibited. However, such purchases should be minimized as much as reasonably possible. The purchase of non-standard technology components must be justified by the existence of special circumstances that require it. Also, the purchaser of a non-standard technology component must document the source of support for the component before purchase will be approved.

Computer Purchases

The Computer Services department will purchase computing technology hardware as necessary to maintain the campus System Replacement Lifecycle and ensure functionality of OTC systems.

The processes for departments wishing to purchase new computers using their departmental funds are as follows:

- Contact the Computer Services department with details of the desired hardware configuration using the helpdesk.
- The Computer Services department will bid the hardware according to the desired configuration (or standard configuration if none are provided).
- A quote will be generated and forwarded to the respective department head.
- Department head will create a purchase requisition and provide a copy of the **completed purchase order** to the Computer Services department.
- The equipment will be ordered by the Computer Services department.
- All information technology purchases will be shipped to and received in the IT department.
- Once the orders are received and inventoried, a service ticket will be entered to have the items set up and delivered to the appropriate department.

Software Purchases

The Computer Services Department will purchase software licenses and/or annual maintenance as necessary for all standard desktop software and enterprise software applications.

The process for departments wishing to purchase new software licenses using their departmental funds are as follows:

- Contact the Computer Services department with details of the desired software.
- If possible, obtain an evaluation copy of the software to be tested prior to deployment.
- If an evaluation copy is not available, the Computer Services department will make a determination based on available specifications supplied by the vendor.
- Once the software is approved for deployment, the department head will prepare a purchase order and order the software.
- Upon receipt of the software, a service ticket will be initiated by the requesting department to have the software installed. The Computer Services department will maintain a copy of the software for reinstallation if necessary.
- The requesting department will be responsible for any annual maintenance or recurring licenses.

Printer Purchases

In an effort to standardize the printers and to reduce the costs associated with consumables, the OTC Computer Services department will no longer order or support any “new” ink-jet printers as part of the normal replacement lifecycle. The goal is to move to no more than three types of black laser-jet printers for the desktop and where feasible, use networked “work-group” printers. This will enable us to secure a maintenance agreement with a third party and receive toner cartridges at a reduced price.

The College currently has leased copiers for bulk b/w copies on campus as well as a leased color copier which will be networked. It is considerably less expensive to send color print jobs to the color copier than trying to maintain and supply color ink-jet printers on the desktop. The large

color printer located behind the reception desk should be used only for professional publications related to campus activities and not for routine color print jobs.

Laser-jet printers for the desktop will outperform current ink-jet printers, provide a lower cost per page, lower maintenance costs and reduce consumables. Campus standard laser-jet printers for the desktop can be purchased for less than \$200.00. Departments interested in replacing desktop printers or moving to larger work-group printers should contact the Computer Services department.

AUTHENTICATION (Signature):

COPP

President

28 July 2009

(Date)

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