

**Kettering University  
Information Technology  
Operating Policies**

<b>Computer Equipment Purchasing</b>	<i>Effective Date</i>	Sept. 4, 2006
	<i>Revision Date</i>	

### **Purpose**

- To provide the stakeholder with the most reliable and effective equipment possible in order to provide the technology tools to facilitate the performance of the stakeholder's duties.
- To provide the best overall total cost of ownership and value benefit to the university over the life of the equipment thus protecting the university's investment in technology.
- To assure the highest quality and efficient support by IT technical support staff by utilizing standardized methodologies.

### **Scope**

This policy applies to all computer related equipment purchases made by Kettering University that will be considered Kettering University property regardless of the cost, the source of financing or the location where it may reside. The policy applies to all computer equipment including items such as desktops, laptops, net books, monitors, servers, telephones and other items that fall under the category of computer equipment.

### **Authority**

This policy is under the authority and oversight of the Executive Director, Information Technology. Technical review of this document and enforcement of this policy is under the direction and authority of the Director of Operations, Information Technology.

### **Policy**

Computer equipment purchased for Kettering business must be purchased through a Kettering authorized reseller in compliance with the minimal specifications, as determined by the Kettering IT Department. It must also adhere to the designated required configuration which includes the Kettering IT certified designated standard applications. Please refer to the IT Website ([www.kettering.edu/it](http://www.kettering.edu/it)) for additional details. Any replacement parts or additional peripheral devices purchased must also be in accordance to IT guidelines. Specialized equipment requirements for business purposes, outside of the normal standard configuration or guidelines, along with equipment unavailable through an authorized reseller will be considered on a case by case basis for purchase through an alternate vendor.

Any questions or clarification concerning this policy may be directed to the IT Director of Operations.

### **Compliance**

Kettering IT will not approve the purchase of or provide support for any equipment that is not in compliance with this policy. The Kettering Purchasing department will work with the IT Department in monitoring compliance to this policy. It is strongly recommended that the IT department be consulted prior to any purchases of equipment covered under this policy to avoid any delays in the purchase. Support is defined as but not limited to the installation of the Kettering standard software, providing access to network resources, placing it in the Kettering domain, diagnosing problems and providing support in the resolution of any issue encountered as part of normal business processing.