

All College of Arts and Sciences departmental technology purchases shall not be completed without prior approval through the CAS Information Technology unit. Submit requests to cas.it@wsu.edu.

TECHNOLOGY PURCHASES THAT FALL UNDER THIS POLICY

Items including (but not limited to)

- Software
- IT Services
- Desktop computers, laptops, tablets, and mobile devices
- Servers and network attached storage
- Computer peripherals
 - Cabling and adapters
 - Docking stations
 - Monitors
 - External and flash drives (requires encryption for most WSU data)
 - Scanners
- Printers
- Networked copiers/multi-function devices (Konica, Ricoh, Toshiba, Canon, etc)
- TV's and large displays
- Classroom and conference room technology
- Projectors
- Wireless adapters
- Battery backups

Items not needing approval – These items don't need approval, but CAS IT can make recommendations if requested.

- Keyboards
- Mice
- Webcams
- Speakers
- Headsets

PURPOSE

To ensure:

- Compliance with [BBPM 70.24](#) (Acquisition of Computer Equipment Services or Software), [BPPM 87.30](#) (Configuration Management), [Executive Policy 8](#), and [WSU Endpoint Security Standard](#)
- Purchases use state contracts when possible
- Technology purchased is compatible with existing technology
- Network Connectivity
- Data security
- Verify the equipment needs to be purchased
- To ensure efficient and accurate inventory tracking