

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](mailto: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

## **PURCHASING**

Purchases for devices and services covered by this policy will be made by unit finance / purchasing staff once approved by CAS IT. Purchases shall not be made by end-users, either by using an issued P-Card or by seeking reimbursement for personal expenses.

## **DELIVERY / DEPLOYMENT**

For devices covered under this policy, once the purchased items are delivered to the department, they will be handed off to the CAS IT department for installation, configuration and deployment. They shall not be delivered directly to the requestor / end user.

## **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