Technology Purchasing Guidelines

The following guidelines relate to purchasing network lines, end user technology devices, software, and installations. These guidelines are necessary in order to manage the total University costs including those related to software, support and replacement. Each computer or printer network line incurs costs related to installation, upgrading, support, software licensing, Internet connection, etc.

1. Replacing a computer or printer. A new computer/printer purchase is considered a replacement when an older computer or printer is returned to the Installation Services. The replacement of a computer or printer should be initiated by the departmental representative or the appropriate university designee. It does not require the approval of the Academic Dean, Vice President or their designated representatives, unless that approval is part of the School or Division’s approval process.

2. Adding a computer or printer. A new computer/printer purchase is considered an additional computer or printer when an older unit is not returned to the Installation Services. The addition of a computer or printer must be initiated by the departmental representative and approved by the Academic Dean (academic departments), Vice President or their designated representatives (administrative departments).

3. Redeployment of computer. To request a redeployment of an existing Level B or higher computer, please submit a request form at https://www.baylor.edu/its/redeploy. Files existing on the computer will not be transferred. You will be contacted by Installation Services.

4. Network line. A departmental representative or appropriate university designee should contact Facility Services (Ext. 1361) to request installation of a new network line or the ITS Help Desk (Ext. 4357) for the re-activation of an unused network line. Facility Services will charge the department the cost of the line installation.

5. Additional non-primary computer. Baylor provides each employee with a Category 1 (Primary Office) computer that will be replaced on a regular basis. Additional computers, e.g. computers for certain research needs or specialized job requirements, are allowed with the approval of the Academic Dean (academic departments) or Vice President or their designated representatives (administrative departments). Additional computers will fall under Categories 2 - 8 and will follow the Hardware Replacement Schedule. A description of all categories can be found at this link: Computer categories.

6. Additional device(s). A device, such as an iPad, smartphone, or other approved devices must be purchased through one of the technology purchasing channels as described on the Technology Purchasing website.

7. Non-standard system. The purchase of any non-standard system is an exception and requires ITS approval. Campus standards can be found on the Technology Purchasing website. To request approval of the technology from ITS, submit a non-standard request form. Once ITS approves the technology, any purchases
8. Printer. The standard printers are listed on the Technology Purchasing web site under Hardware Standards and must be purchased through approved technology purchasing channels as described on the Technology Purchasing website. Non-standard printers must follow the guideline outlined in #7.

9. Room display technology (projector, flat panel display, etc.). All display purchases (projector, flat panel display, etc.) for classroom, learning space, public space and digital signage, etc., should be approved by the Academic Dean (academic departments) or Vice President or their designated representatives (administrative departments) and comply with ITS/EL standards. Information regarding room display technology for departments is listed on the Technology Purchasing website.

10. Externally funded purchase. Unless otherwise specified in the applicable grant or contract agreement, all computer technology purchased with external funds administered by the Office of Sponsored Programs is the property of Baylor University, and as such is subject to the Baylor computer, network, information systems, support, and disposal policies, as well as University-sponsored software agreements.

11. End user software. Departments should contact Technology Purchasing before purchasing any software. Baylor University has purchased site licenses and/or volume licenses for many software packages. It is possible that the software you need is already available at no additional cost. A directory of end user software information can be found on End User Software Directory page.

12. Review of software agreement. All software license agreements/contracts, including online "click through" agreements, must be reviewed by ITS Information Security and the Office of General Counsel and signed by the Vice President for Information Technology before being approved for purchase.

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