Policies and Standards

Creighton
UNIVERSITY

SECTION:	NO.			
Purchasing	**4.8**			
CHAPTER:	ISSUED:	REV. A	REV. B	REV. C
Materials Control	**1993**	**10/97**	**11/2001**	**01/2015**
POLICY:	PAGE **1** *OF* **2**			
Technology Procurement				

PURPOSE

To ensure Creighton faculty and staff follow procedures for the procurement of technology purchases. The overall objectives are:

- to ensure all employees have a clear and consistent understanding of policies and procedures for technology purchases;
- to maximize the University's ability to negotiate discounted rates with preferred suppliers and thereby reduce expenses; and finally
- to provide Creighton faculty and staff with the lowest possible cost and highest quality products

SCOPE

This policy applies to all faculty and staff involved in the purchase of technology. Technology includes but is not limited to the following: computers, tablet devices, peripheral devices and software.

POLICY

All software purchase contracts/agreements and renewals of software contracts/agreements must be routed for the signature approval of the Vice President for Information Technology (VPIT) using the External Contracts Control Sheet found at this link http://www.creighton.edu/finance/.

All technology purchases must be made with the University's preferred supplier(s) and conform to University-specified standard models. Standard models can be found on the Purchasing website at:

http://www.creighton.edu/admin/purchasing/contracts/computerproviders/index.php.

Standard model laptop/notebook computer purchases require the approval of the employee's Department Head and an Authorized Purchasing Representative.

All exceptions require the approval of the Division of Information Technology (DoIT) and the Purchasing Department. Requests for non-standard technology purchases must be approved by a Dean or departmental Vice President (VP) and the VPIT using the exception request form available upon request from the purchasing department.

All computers and computer peripherals purchased or reimbursed with University funds remain the property of the University until disposed of through the University's Electronic Recycling Program.

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(Please refer to University's policies and procedures regarding the disposal of computer equipment or contact Facilities Management at 402-280-2780 for assistance.)

PROCEDURES

All technology purchases must be made through the University's e-procurement system, CUBuyplus®: https://creighton.unimarket-demo.com/app/login, and adhere to University procurement and technology policies and standards, e.g., information security, responsible use, bidding, etc. Computer purchases made outside of CUBuyplus® or not adhering to these polices and standards risk not being processed, paid or reimbursed.

To guide your selection of computers and peripherals please follow the instructions on the following link (to be constructed by DoIT in conjunction with Purchasing).

http://www.creighton.edu/admin/purchasing/contracts/computerproviders/index.php

If you have any questions about standard products available for Creighton staff or faculty, please contact the DoIT Service Desk at 402-280-1111

ADMINISTRATION AND INTERPRETATIONS

It is the individual's responsibility to understand and implement the procedures.
Direct technical questions concerning this policy to DoIT at 402- 280-1111. Direct procurement questions to the Purchasing Department at 402-280-2712.

ADMENDMENT/TERMINATION OF THIS POLICY

The University reserves the right to modify, amend, or terminate this policy at any time.