

60-4 Technology Purchases and Computer Relocations

60-4-1 Purpose • 60-4-2 Policy • 60-4-3 Administration • 60-4-4 Definitions •
 60-4-5 Cost Estimate for New Equipment or Software • 60-4-6
 Purchase Approval Process 60-4-7 Purchase Process • 60-4-8
 Equipment or Software Installation • 60-4-9 Move Requests • 60-4-10
 Billable Moves • 60-4-11 Unauthorized Moves • 60-4-12 Externally-
 Funded (or Grant) Offices

1. **Purpose.** This policy and procedures direct the purchase and relocation of computing technology equipment or software by employees of Eastern New Mexico University System (the System).
2. **Policy.** The policies established regarding the purchase and relocation of computing technology equipment or software are as follows:
 - A. Because of the coordination required across the campuses regarding computing technology, the System must establish a separate procedure for the purchase of technology equipment or software. [See AGP&P, 55-1 for purchasing policies and procedures that apply to all other campus purchases.]
 - B. Employees wishing to purchase computer equipment or software (including but not limited to computers, monitors, scanners, printers, projectors and computer peripherals) costing more than \$200 must obtain a price quote from Information Technology Services (ITS) or approval of the computer equipment or software, if ITS does not have established vendor, before purchase.
 - C. Any equipment or software purchased without ITS approval will not be allowed on the ENMU Network and will not be supported by ITS.
 - D. ITS shall move all computers and associated peripheral devices to ensure equipment functionality and connectivity both in individual workstations, throughout departments and across campus.
 - E. ITS shall provide one (1) move without charge per individual within each fiscal year. After the initial move during the fiscal year, a fee will be charged for subsequent moves. All moves or relocations shall be approved by the area administrator.
 - F. Offices funded by federal or state grant monies or private agencies shall comply with System technology purchasing policies and procedures and shall be charged for work provided by ITS.
 - G. The purchase of all devices and software must be compatible with system and security architecture and configuration standards established for supporting secure inter-campus data exchange.

The foregoing purposes and policies are implemented by the following.

Procedures

3. **Administration.** These policies and procedures are administered by ITS, with oversight by the ENMU System chief information officer (CIO).
4. **Definitions.**
 - A. An "unauthorized move" is a move not performed by ITS.

- B. "Computing equipment" consists of the computer (monitor, CPU, keyboard, mouse, speakers) and other attached peripheral devices. Computing equipment also includes tablet computers or other handheld mobile computing devices.
 - C. "Peripheral devices" are auxiliary devices connected to the computer (printer, scanner, external drives). A peripheral device is any device connected internally or externally to a computer and used in the transfer of data.
 - D. "Software" is any program purchased to run on campus computers or off campus computers.
5. **Cost Estimate for New Equipment or Software.** To obtain a cost estimate for computing equipment:
- A. Obtain authorization from the area budget officer.
 - B. Call the ITS Helpdesk to open a ticket. The requestor will provide a detailed description of the computing equipment needed and the justification for the equipment.
 - C. ITS shall provide the requestor with a cost estimate, which shall be based on:
 - (1) Campus technology standardization and compatibility of the equipment requested,
 - (2) Knowledge of alternative but comparable equipment based on better pricing or reliability (ability to service, warranty, etc.) and
 - (3) Comparable equipment available in the present inventory.
6. **Purchase Approval Process.** The requestor submits the recommendation from ITS, the justification for the expenditure, and budget account information, to his/her administrator for approval. Following administrator approval, the purchase request is forwarded to the CIO, who will provide final approval to imitate the purchase.
7. **Purchase Process.** The purchase will follow the System's regular purchasing process, which may require additional quoting, or requisitioning, mandating further administrative approvals or signatures.
8. **Equipment or Software Installation.** When the equipment has been delivered, ITS technicians on each campus will arrange for installation of the equipment.
9. **Move Requests.** All requests for movement of computing equipment shall be routed through the ITS Helpdesk. Appropriate signature authorizations must be obtained in order for a request to be initiated.
10. **Billable Moves.** ITS shall provide one (1) move, per individual, per fiscal year, free of charge.
- A. After the initial move, additional moves requested in the same fiscal year shall be at the discretion of the area administrator and billable by ITS. If area administrators direct a move of computing equipment and/or network printers, they shall be responsible for assigning charges to the appropriate budget account numbers.
 - B. A list of charges for moves and other services shall be available at the ITS Helpdesk.

- 11. Unauthorized Moves.** Unauthorized moves shall result in ITS notifying the immediate supervisor, department head/dean and/or the area vice president. Equipment will not be repaired or maintained if it is found to be an unauthorized move.
- 12. Externally-Funded (or Grant) Offices.** Offices funded by federal or state grants or private agencies shall comply with System technology standardization and compatibility of the equipment, relocation and purchasing processes. These offices shall be charged for work or maintenance performed by ITS at a rate of payment approved by campus administration.

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