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| Responsible Department | Financial Affairs Administration, University Information Systems, and Purchasing & Contracts | Effective Date | 10/19/2007 |
| Responsible Person | Lennie Carter, Associate VP, UIS, Aliz Agoston, Associate Director | Prior Revision Date | 08/2010 |

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132.01 Purpose

The policy regulates the procurement process for computers, peripherals, and software.

132.02 Statement

The Offices of Purchasing & Contracts and University Information Services offer several services to assist you in acquiring computers and peripherals. Services include preferred vendor relationships that streamline transaction costs and reduce overall costs, recommendations on standard units that have been tested and are fully compatible with university systems, university wide licensed software, and consultation if you require a computer or procurement process outside the general offerings.



132.03 Applicability

All employees and members of the University Community conducting business on behalf of Georgetown.

Failure to comply with this policy can result in disciplinary action up to and including dismissal under Human Resources Policy #302. http://www3.georgetown.edu/hr/employment_services/policies.html

132.04 Roles and Responsibility

132.05 Enforcement and Accountability

132.06 Administration

Please note that this policy addresses computer and peripheral purchases from \$500 to the ProCard limit of \$2,500. All purchases below \$500 can be made on the ProCard. The ProCard can be used for purchases from \$500 to \$2,500 for computer and peripherals with preferred vendors. All purchases over \$2,500 must be made through Purchasing.

a) Restricted Items (Audiovisual supplies and equipment over \$500)

There are some procurement restrictions on specific types of equipment such as flat screen TVs and audiovisual equipment. These restrictions are designed to protect against fraud and are required by audit controls. You may still purchase these items but you must do so through the regular purchase order procedures rather than directly using your ProCard.

Refer to the ProCard manual for a complete list of restricted items on the ProCard <http://financialaffairs.georgetown.edu/policytc.html> or <http://uis.georgetown.edu/hoyacomputing/restricted.items.htm> for Hoya Computing: Faculty and Staff Hardware, Software and Peripherals: Restricted Items.

b) Computer Workstations and Laptops

The University offers standard computer workstation and laptops that can be purchased directly with your ProCard. Standards include Dell and Apple laptops and workstations for University Services, Main Campus, and the Medical Center. The Business School offers a Lenovo standard.

Computer workstations and laptops outside the University standard recommendations should not be purchased directly on the ProCard. Any variation from the standard, including hard drive or memory size increases, different monitors, or additional components should not be purchased with a ProCard.

Main campus faculty and staff members who are fulltime and not grant funded are on a campus-funded 3 year replacement cycle for their primary workstation. Click here for information on the Main Campus Replacement Cycle, <http://uis.georgetown.edu/hardware/replacementcycle/> or contact Leona Gray at 202-687-4473, lsg2@georgetown.edu.

c) Exception Process: What if I need something else?

If you require an exception please contact Jacalyn Banks, Associate Director, University Information Services, at jlb48@georgetown.edu or 202 687-8812 for assistance.



Exceptions are often required for machines intended for use with more data intensive software applications, some media applications, and research purposes. Consultation is designed to ensure that the workstation is compatible with the systems and services that you need and includes all the components that you require. For multiple or higher priced workstations and laptops, we can sometimes negotiate a deeper discount with Dell or Apple on your behalf.

Law School and Business School may contact their local technology centers directly for exceptions.

d) Software

You may purchase software packages directly on your ProCard but as with all software purchases; you are responsible for retaining a copy of the license agreement. You should always check the list of University licensed software packages available at <https://www4.georgetown.edu/uis/hoyacomputing/software/public/index.cfm> to ensure that you are not purchasing something that has already been funded by the University or made available at a special educational volume discount. The University offers a preferred relationship with CDW-G for on-line purchases at competitive prices. For software, memory sticks and printers. Contact Jason Guenther, 866-723-3395 or Mitch Huffington, 866-723-1550, fax 847-968-1378, e-mail jasonandmitchn@cdwg.com. When you call CDW-G, provide your cost center number and the charge will automatically go through consolidated billing and appear on your CSR.

e) Peripherals and Supplies

You may purchase computer peripherals and supplies that cost less than \$500 directly with your ProCard. For items costing \$500 to \$2,500 you must order from a preferred vendor or go through the regular purchase order process. We encourage you to contact the UIS help desk if you have any questions or concerns regarding the compatibility and interoperability of the devices that you need.

132.07 Resources

132.08 Approval

132.09 Review Process

The policy will be reviewed annually by the Director, Purchasing and Contracts, as well as UIS management.

Appendix I Definitions

Appendix II Federal Requirements



Appendix III Examples

Appendix IV Frequently Asked Questions