

SIUE ITS Policy on Technology Purchases

TECHNOLOGY PURCHASES i.e. DESKTOP COMPUTERS, LAPTOPS, TABLETS, PRINTERS, HARD DRIVES, KEYBOARDS, MICE, MEMORY, POWER SUPPLIES, APCS, SOFTWARE, ETC.

***Please ask ITS prior to any technology purchase**

As part of the University's enterprise review process and in accordance with the University's Information Security Policy – 2D2, all technology acquisitions must be reviewed and approved by ITS before the acquisition is made. Note that the University's Legal, Internal Audit, and Purchasing offices may also need to review the acquisition. Email ITSApprovals@siue.edu for review and approval with the specifications, quote, and any details regarding the purpose and intended use of the technology purchase. All Software as a Service (SaaS) purchases must undergo a security review process, which is outlined on the ITS Information Security website <http://www.siue.edu/its/is/cloudsoftware.shtml>. ITS will review the specs and respond with their approval. If you have any questions please visit the ITS home page, help@siue.edu or 650-5500. Pcard is allowed for these types of purchases.

Please visit the link for additional information: <https://www.siue.edu/its/policies/index.shtml>.

For minimum computer specifications visit: http://www.siue.edu/its/fac_staff/purchase_program/min-specs.html .