

INFORMATION TECHNOLOGY SERVICES

COMPUTER, PERIPHERAL, SOFTWARE, AND PRINTER – PURCHASING

Hardware Purchasing Process

Virtual ITS Store for Purchasing Computers, Peripherals, Accessories, and Cables

When faculty or staff need new computer equipment (e.g., laptops, monitors, docking stations), they can now shop online through the DELL and CDWG virtual stores.

Accessing the Virtual Stores:

- Only staff with a Procurement Card (Not a Travel Card) authorized to purchase from these online virtual stores will have access.
- The virtual stores are available on TECHweb under My Requests > Purchase Computer Equipment. Choose your virtual store: DELL or CDWG.
- Use your Oregon Tech credentials to log in via Single Sign-On (SSO) for both DELL and CDWG.
- If you are unable to log in, submit an ITS support ticket to request access.

Available Items: The stores include only ITS approved items, such as standard laptop configurations, monitors, and docking stations.

- While ITS does not recommend the purchase of Apple devices, ITS will support the initial setup, assist with connecting peripherals and Wi-Fi, and track them in inventory.

Custom Requests: If you need an item not listed, please submit a **Custom Quote Request** ticket.

How to Purchase:

1. Add items to your cart.
2. Choose a shipping location (available options are Klamath Falls, Portland-Metro, Chemeketa, or OMIC campuses).
3. Check out and pay with a Procurement Card.

Note: All orders will automatically generate an ITS ticket for inventory tracking, configuration, and deployment. All items will still be delivered directly to ITS.

Exempted Items: Keyboards and Mice can be purchased from Amazon or Office Depot with a Procurement Card for options different from those provided in the virtual stores.

Purchaser Responsibilities

- Verify your Procurement Card has the appropriate purchasing limits.
- Obtain budget authority approval prior to purchase.
- Keep all receipts/documentation for Procurement Card backup, coding, and upload to Etrieve.

Printers:

- **Requesting a Printer:** If you need any type of printer, including 3D or laser printers, please submit an ITS **Custom Quote Request** ticket. Campus-wide, leased printer/copier units are the primary devices for printing. Any individual printers will need justification, department approval and ITS approval. ITS does not support individual printers or supplies beyond the initial setup.
- **Moving Ricoh Printers/Copiers:** Contact the DRC for requests to move Ricoh printers/copiers. Copiers may not be moved by Oregon Tech Staff. Any damages sustained to these printer/copiers will be the responsibility of the department that moved them.

Software Purchasing Process

Software Approval Prior to Purchase

ITS reviews all software, including software licenses, subscriptions, freeware, web-based applications, and apps, before purchase or use. This review ensures that the software and vendor meet applicable security standards. The purchasing stakeholder is responsible for obtaining budget approval and, if necessary, submitting a PACS ticket for the purchase. Additionally, Business Affairs requires documentation of the ITS Software/Hardware approval with the Invoice, including P Card Invoices, in Etrieve.

Software Review Process:

- Submit an ITS ticket for **Review for Purchase of Software/Hardware**. By going to TECHweb, clicking “My Requests”, clicking “Submit a Service Request” and then selecting the “ITS Services” category. You will be asked for a quote, vendor information, and other necessary details. All information must be provided.
- ITS will review software purchase/use requests based on:
 - Compliance with Oregon Tech networking and security standards.
 - Terms and conditions related to liability, compatibility, and accessibility.
 - Identification of whether Oregon Tech already owns software with similar features.

Important Change:

- **ITS is no longer responsible for facilitating, negotiating, submitting PACS tickets, entering Purchase Orders, or paying invoices for software or hardware purchases on behalf of other departments.**
 - ITS will continue to review and will approve, if applicable and advise on software purchases.
 - ITS will continue to assist in the contract review, if needed.
- **Software Approval Process Feedback:**
 - If the software does not meet Oregon Tech standards, ITS will refer the request to the appropriate executives for a review of risks and liabilities.
 - If Oregon Tech already owns similar software, ITS will notify stakeholders and work to resolve any issues with the current software. Duplicative software requests will be referred to the appropriate executives for approval due to budget considerations.
 - ITS will advise stakeholders if an annual increase in software costs is excessive and suggest they discuss alternatives with PACS.
- **PACS Process:** Once Software or Hardware purchases are approved by ITS, a PACS ticket may be required to complete contractual documents. PACS requires ITS approval before processing a software contract and some hardware purchases.

Purchasing Restrictions

Software, software license agreements, subscriptions, freeware, web-based software, web-based logins to software, all apps, and applications are not to be purchased on P Cards nor with personal funds by departments, Faculty or Staff and requires that ITS reviews and approves all software **PRIOR** to purchase.

- **Exception:** Some software vendors only permit purchasing with a P Card. In these situations, you must provide documentation of the ITS approval of the software and to purchase, with your Etrieve documentation.

All purchases from the online virtual stores must be for Oregon Tech business purposes only. For **personal purchases**, please visit www.dell.com/oit to take advantage of the Oregon Tech and Dell partnership discount.

For questions or assistance, please submit an ITS ticket or contact the ITS Service Desk at 541-885-1470.