

INFORMATION TECHNOLOGY SERVICES

COMPUTER, PERIPHERAL, SOFTWARE, AND PRINTER - PURCHASING

ITS Store on TechWeb – Computer & Peripheral Purchasing:

If you or a colleague needs new computer equipment (laptop, desktop, monitor, docking station etc.) visit the ITS Store and review the items available. To get there, log into **TechWeb**, click on the **My Requests** tile, then click on Purchase Computer Equipment (ITS Store) or go to: [ITS Store](#). The ITS Store has the standard computer and laptop configurations listed and priced for your convenience; most of these items are already in stock on Campus. For any custom computer needs, not listed in the ITS Store, click on the Request a Custom Quote, or go to: [Custom Quote](#). To place an order:

- To add an item to your cart, click on the item and then click on “add to cart”.
- When you are ready to check out, click on the shopping cart, then click on Checkout.
- Next, you will need to specify the Index Code, FE Account String, Project ID, Budget Authority, Grant Code (if any), Activity Code 1 and/or 2, Deliver To (Campus), Deliver to (Person), and Who Will Use This Hardware?
- Place any additional information you think necessary in the notes field and click place the order.
- Once you have completed your order an email will be sent to the budget authority you provided for approval. Once the Budget Authority approval has been received the order will be processed.
- **For any custom computer needs, not listed in the ITS Store, click on the Request a Custom Quote, or go to: [Custom Quote](#).**
- Keyboards and Mice may be purchased from Amazon or Office Depot with a P Card.
- **Note:** all computer equipment (laptop, desktop, monitor, docking station etc.) except for Keyboards and Mice must be purchased through ITS from Dell by utilizing the ITS Store or Custom Quote process. Oregon Tech’s relationship with Dell allows us to receive bulk pricing and specific warranties. Departments may not bypass ITS and order from Dell directly.
 - This process ensures that all computer equipment and peripherals are entered into the University Inventory system for insurance, warranty, and repair purposes.
- **Note: You must place separate orders for each individual person.**

Printers:

- If you need a printer, any printer - 3D, Laser, submit an ITS Custom Quote ticket here: [Custom Quote Printer](#). Please specify why an individual printer is necessary. Across Campus there are leased printer/copier units, these printers are the primary devices that should be used for printing.
- If you need a Ricoh Printer/Copier moved, please contact the DRC to make this request. Copiers may not be moved by Oregon Tech Staff and any damages sustained to these printer/copiers will be the responsibility of the department that moved them.

Software Approval Prior to Purchase

Software Review Process:

Please note that ITS reviews ALL software and software license agreements and subscriptions prior to purchase. This review is based on the list below and is designed to ensure the software application and vendor meet all applicable security standards and address issues of liability, compatibility, and accessibility. Once this review is complete, it is the responsibility of the purchasing stakeholder to obtain approval for the purchase from the budget authority. The software review is intended to precede the purchase as outlined below:

- To submit your request please complete the [ITS Review - Software](#) form to create a ticket for review. The form will ask you for various information including a quote, Vendor information, and other misc. items. ITS will review software purchase requests as follows:

- Determine if the delivery environment defined in the agreement meets OIT networking and security standards.
- Ensure the Terms and Conditions appropriately address areas of liability, compatibility, and accessibility.
- Validate that the annual increase is not excessive.
- Identify if Oregon Tech currently owns software providing the same or similar feature set.
- Contact the vendor for a quote if one has not already been obtained and add it to the ticket.
- Acquire written confirmation of funding for ITS to submit the purchase order.
- In addition to the above, all procurement processes are followed by ITS
- Software purchases or renewals processed by AP without attached ITS approval will be referred to ITS for review.

Software Approval Process Feedback:

- If software is not determined to be secure or to meet OIT software standards to address security, liability, compatibility, or accessibility; ITS will refer the request to the appropriate executive(s) for a review of risk and liability.
- If OIT currently owns software that provides the same or similar feature set, ITS will make all parties aware of current offerings and work to resolve any issues associated with use of current software that may be contributing to the additional software request. Due to overall budget impact ITS will refer duplicative software requests to the appropriate executive(s) for approval.
- If the annual increase noted in the software agreement is excessive, ITS will advise stakeholders of the impact and will engage in negotiating a more favorable escalator or engage with stakeholders to identify alternatives.

Software Purchase:

Once ITS has reviewed the software, if approved a PACS (Purchasing) ticket may be required to complete the contractual documents. PACS requires ITS approval prior to submitting a ticket to process a software contract.

Note: To ensure that software is not purchased before being reviewed and approved, software is not to be purchased on P Cards nor with personal funds from departments, Faculty or Staff.

For questions or assistance, please contact the ITS Service Desk at 541-885-1470 or to submit a ticket here: [Submit a Ticket](#)

All purchases from the ITS Store are for Oregon Tech business purposes only. If you would like to make a personal purchase, please go to www.dell.com/oit and take advantage of the OIT and Dell partnership discount.