

OIT Technology Purchase Guidelines

This guideline applies to all university departments. The intent of the guideline is to ensure that technology and services comply with University defined support standards and security safeguards. Examples include, but are not limited to: IT services, desktop and notebook computers, servers, workstations, printers, software application systems, operating system software, wireless devices, network equipment or specialized networked-based appliance, and technical/functional computer services.

Specifically:

- Prior to being purchased, all computer technology for NSU business must be approved by the Office of Information Technology (OIT) via the OIT Technology Purchase Approval Form. Notable exceptions can be found in Technology Purchasing Approval form, Exhibit A.
- All computer technology assets purchased with university funds are the property of the university and not a specific faculty or staff member's personal property. University funds include, but are not limited to, grant funds, endowed funds, restricted, or unrestricted funds.
- Funding for maintenance or support agreements should be purchased and maintained and must be coordinated with OIT prior to purchase.
- All desktop/notebook computers and peripherals acquired must meet university standards. For models and specifications, see the OIT Supported Computer List. In addition, to maintain network connectivity, computers and peripherals must meet minimum configuration specifications. Please see the *Minimum Specifications List* located at <https://www.nsu.edu/oit/client-services> for the latest requirements.
- OIT must approve any server or specialized appliance requiring network connectivity prior to acquisition. In addition, the device must meet the required conditions for connectivity.
- Network connected servers or appliance devices must reside in an environment approved by OIT.
- OIT must approve any technology that incorporates any kind of wireless access to ensure it meets OIT guidelines prior to purchase.
- OIT must review and approve any software, application systems, IT consulting services, outsourced/external services, and cloud based software prior to acquisition.
- Projects, capital or otherwise that alter, expand, or impact IT and require the use of IT components must be coordinated with and approved by OIT.