

IU South Bend Technology Purchasing Procedure

It is the joint responsibility of UITS and Accounting Services that technology purchased with University funds meet minimum security requirements, will have a reasonable life expectancy, is compatible with University systems, and is supportable by UITS.

Procedure for the purchase of technology equipment:

All purchases of university equipment capable of storing data, or connecting to the network (including Wi-Fi) must be approved by UITS. Some equipment will require appropriate tracking, disposal, and auditing of the device for security compliance. This includes but is not limited to servers, desktops, laptops, tablets, iPads, iPods, multi-function devices (printer/fax/scan), external hard drives, thumb drives, flash drives, audio visual equipment, cameras, and similar devices.

Equipment purchased using UITS funds must be made from the supported equipment list ([Supported Technology List](#)). Departmentally purchased equipment not on the supported equipment list will require approval from the Director of Microcomputer Support or Director of Accounting Services. When in doubt contact the Support Center for advice. Items with a purchase value over \$700 must have a 4 year warranty if available.

UITS strongly discourages the purchase of used or refurbished equipment, and may not be able to support the equipment or endorse expenditure of university funds if adequate warranty and serviceability are not assured.

All mobile devices must be capable of meeting the Required Safeguards documented in University Policy Office Policy 12.1 <https://protect.iu.edu/cybersecurity/policies/IT12/12.1>, and must have an agreement on file with IU South Bend UITS. Agreements are sent out and renewed annually.

Procedure for the disposal or transfer of technology capable of storing data:

At the time equipment will no longer be used by a department or individual, the department must contact UITS (helpdesk@iusb.edu) to request that the equipment be picked up to be securely wiped of university data, and the previous user's data. When making a request please state if the equipment is to be disposed of, returned to the department, or reissued to another individual. UITS must be notified any time equipment is transferred from one assigned owner to another, the user's name, building, and room number must be provided. The data wiping will be performed by UITS in their facility and will require the equipment to be picked up and adequate time provided to perform the necessary tasks to perform and document this process. Please contact Support Center for all of your electronic recycling needs.