Information Technology Procurement Policy

Purpose

The purpose of the IT equipment purchasing policy is to provide cost-effective standards for all end user computer hardware, software, mobile devices, printer consumables and other services for Hofstra University. These standards allow Information Technology to leverage economies, streamline operations, minimize down-time and provide for a higher quality service.

IT Hardware & Software Procurement Guidelines

- Information Technology is the sole authority for purchasing IT hardware, software, and services for the University. These include laptops, desktops, tablets, phones, mobile devices, printers, printer consumables, accessories, storage, hard drives, servers, and cloud services.

- A department or individual must purchase computer hardware and software through IT or risk reimbursement for the cost of the equipment and/or software.

- Items purchased using any department budget, individual grants or funds remain property of the University and not the individual or department.

- At a minimum all equipment must be tagged as an asset for inventory and tracking purposes.

IT's Commitment to the Process

- Providing consulting services including designing the optimal specifications which meet the individual or department requirements.

- Obtaining the premium price and/or service.

- Prompt delivery and installation of equipment and software.

- Installing University licensed software.

- Providing access to University assets including the Internet, networked drives and printers, wireless and wired networking

If a specific requirement cannot be met by University standards then non-standard items will be considered on an individual basis and require the approval of the VP for IT.

To order, please send an e-mail to Tara Giovanelli at tara.giovanelli@hofstra.edu or call 3-7087. For questions regarding Hofstra-issued cell phones and devices with data plans, please contact Maggie Donohue at maggie.donohue@hofstra.edu or call 3-6650. Classroom A/V inquiries should go to Mike Ferruzzi at Michael.a.Ferruzzi@hofstra.edu or call 3-5025.

Please contact the Help Desk at 3x7777 or e-mail help@hofstra.edu for all other IT inquiries.