

## COMPUTER HARDWARE/SOFTWARE AND AUDIO-VISUAL PURCHASING and RELOCATION POLICIES



### Office of the Vice President for Information Technology / CIO

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The Georgia Board of Regents requires that the Office of the Vice President for Operations/CIO approve all computer hardware/software purchases and audio-visual purchases. The following is an update to the computer and audio-visual purchasing policies.

#### A. Computer Hardware and Software Purchases

1. The Purchasing Card (P-Card) may **not** be used to purchase any of the following:

- **Computer Hardware and Computer Peripheral Equipment including**

- Computers

- Laptops

- Monitors

- Printers (networked or local, desktop or stand alone)

- Printer combinations (printer/fax/scanner/copier or any combination)

- Scanners

- Servers

- Software order over \$4999.00 (Software under \$4999.00 **must have written approval from ITS prior to purchase.**)

The above items must be purchased using AGSS (Acquired Goods and Services System). All supporting order documentation (including quotes) must be sent to Procurement with the AGSS number noted on the top.

2. The Purchasing Card (P-Card) **may be used** for some computer parts and software provided that written approval is obtained **before** ordering. Written approval is obtained by completing the web form found at [www.kennesaw.edu/techpurchases](http://www.kennesaw.edu/techpurchases) (the web form completion will send an email to [ITSapproval@kennesaw.edu](mailto:ITSapproval@kennesaw.edu)). The approval email **must** be attached to the P-Card documentation.

Examples of acceptable computer expenditures on a Procurement Card (P-Card) with **written approval before purchase**:

- Mouse
- Keyboard
- USB Flash drive, memory key, etc.
- PDAs
- Hard drive\*
- Internal CD Rom, CD-RW Rom, or CDRW/DVD Rom combo\*
- External CD Rom, CD-RW Rom, or CDRW/DVD Rom combo
- Modems\*
- Some software (**written approval required before ordering**)

\*These parts must be installed by the ITS Hardware Technicians. Please contact the Help Desk (ext 6999 or email [service@kennesaw.edu](mailto:service@kennesaw.edu)) to request installation after the department receives the parts.

The Procurement and Business Services Departments require that the P-Card be used (with appropriate prior approval) instead of individuals making a purchase and then requesting a reimbursement check. If you have any questions regarding computer hardware or software purchases, call ITS (ext 6620) or email [ITApproval@kennesaw.edu](mailto:ITApproval@kennesaw.edu) .

### **Relocation of IT Equipment**

The Office of the Vice President for Operations/CIO policy requires that only ITS designees are to move computer and printer equipment. Therefore, please request computer/printer moves per the form found at:

[www.kennesaw.edu/campusforms/](http://www.kennesaw.edu/campusforms/)

Under “Facilities” click on the “Move Request Form” link  
Complete the form and fax it to the fax number on the form.

### **B. Audio-Visual Equipment Purchases**

The Purchasing Card (P-Card) may be used for audio-visual purchases (total purchase under \$3,000.00) provided that written approval is obtained **before** ordering. Written approval is obtained by completing the web form found at [www.kennesaw.edu/techpurchases](http://www.kennesaw.edu/techpurchases) (the web form completion will send an email to [MDGApproval@kennesaw.edu](mailto:MDGApproval@kennesaw.edu)).

## SPECIFIC AUDIO-VISUAL PURCHASING POLICIES

- Data Projectors are a mandatory MDG specified purchase. Under no circumstances are end-users to procure any projector without the written permission of MDG.
- All Data Projector purchases require the additional procurement of an extra lamp. No exceptions are granted to this rule.
- No wireless microphone or audio/visual systems shall be procured without the express written permission of MDG after a site survey and frequency spectrum analysis is conducted.
- No audio/visual equipment that uses I.R. (infrared) or R.F. (radio frequency) for its sole control capabilities or for its sole output shall be procured without the express written permission of MDG after a site survey and frequency spectrum analysis is conducted.
- No audio/visual equipment shall be procured that requires permanent or temporary installation without the express written permission of MDG. If this purchase is for integration into an existing funded project (new or renovation), MDG should be consulted prior to the design-phase of the project.
- No equipment shall be procured with the intent of integration into an existing or planned audio-visual installation without the prior consultation of MDG.
- No audio/visual equipment shall be procured that requires the use of an expensive consumable (examples are lamps, batteries, media, etc) or proprietary auxiliary devices (examples are cables, controllers, expansion cards, etc.) as part of its performance or functionality without the express written approval of MDG.
- OCIO policy states that all individual pieces of audio-visual equipment with a purchase price in excess of \$1,000 must be delivered to MDG for inventory purposes. There are no exceptions.
- All equipment purchased through the state's procurement process, regardless of funding source, must be used for the express academic or administrative business of Kennesaw State University or the University System of Georgia.

Misuse of the Procurement Card related to computer and audio-visual expenditures may result in the forfeiture of the Procurement Card. If you have any questions, please email [ITSapproval@kennesaw.edu](mailto:ITSapproval@kennesaw.edu) or [PTDApproval@kennesaw.edu](mailto:PTDApproval@kennesaw.edu) **before** placing an order.