

## **CAHNRS Technology Purchasing Policy**

For security and data integrity reasons, College of Agricultural, Human, and Natural Resource Sciences departmental technology purchases in service of or for use by CAHNRS staff, faculty, and graduate students require an “intent to purchase” notice to CAHNRS Operations/IT before purchase. See information below for details and specifics. Please submit all “Intent to Purchase” notices to [cit.support@wsu.edu](mailto:cit.support@wsu.edu).

### **Purpose**

This policy establishes a framework for technology purchases to support faculty, staff, and graduate students by ensuring Washington State University policies, standards and guidelines are met.

1. Compliance with WSU data security standards.
2. BBPM 70.24 (Acquisition of Computer Equipment Services or Software), BPPM 87.30 (Configuration Management), Executive Policy 8, and WSU Endpoint Security Standard.
3. BPPM 70.08 (Procurement Card)
4. Purchases use state contracts when possible.
5. The technology purchased is compatible with existing WSU technology.
6. Compatibility and compliance with the WSU Network.
7. Efficient and accurate inventory tracking.

### **Applicable Technology Purchases**

Technology purchases that fall under this policy require a WSU Information Security Systems security review, data handling review by CAHNRS Operations/IT, and/or a contract review by WSU Contracts include, but are not limited to, the following:

1. Software (All licensed software packages that include recurring subscriptions)
2. IT Services (Cloud provided software, infrastructure, and platform as a service)
3. Proprietary Applications In-Use for Specific Hardware (camera systems, sensor data collection applications, access control systems, etc.)

Technology purchases that **do not need security, data, or contract review** but **do require base security and system configuration** by CAHNRS Operations/IT include, but are not limited to, the following:

1. WSU endpoint devices (desktops, laptops, tablets, and mobile devices)
2. Barebone servers, networked storage devices, and managed networked devices
3. Networked copiers/multi-function devices (Konica, Ricoh, Toshiba, Canon, etc.)
4. Classroom and conference room technology, including projectors.
5. Battery backups

### **Non-Applicable Technology Purchases**

The following items do not need prior review or configuration before purchase. CAHNRS Operations/IT can provide consultations and other assistance upon request.

1. Keyboards
2. Mice
3. Webcams
4. Speakers
5. Headsets
6. Scanners
7. Non-networked printers
8. Cable adapters
9. Standalone lab instrument equipment
10. Previously approved software license subscriptions and renewals

### **Purchasing Policy**

Purchases for devices and services covered by this policy will be made by unit finance or purchasing staff after review with CAHNRS Operations/IT. Procurement card (P-Card) purchases must follow allowed and restricted use according to BPPM 70.08 unless the CAHNRS Area Finance Officer grants an exception. Purchases made with a P-Card or seeking reimbursement for personal expenses are subject to this purchasing policy.

### **Delivery and Deployment of Purchases**

All computer systems (desktops, servers, laptops, and mobile devices) requiring configuration for use on the WSU system and network should be shipped to CAHNRS IT.

Mailing Address:

WSU CAHNRS Operations/IT  
c/o Hulbert Hall Room 223  
410 Dairy Road  
Pullman, WA 99164-6234

If computers cannot be shipped directly to CAHNRS IT, a support request for remote configuration to [cit.support@wsu.edu](mailto:cit.support@wsu.edu) is required prior to using the system.

### **Responsibility for Policy Adherence**

To ensure the best outcomes and avoid potential issues, it's important for end-users and departmental units to follow established technology purchasing policies. Choosing not to adhere to these guidelines may lead to challenges such as:

1. Security vulnerabilities
2. Potential loss of important data
3. Voided warranties
4. Challenges with compliance in contract or grant agreements