

## Technology / Software Purchasing Policy

TFREC Summary

June 2025

CAHNRS Information Technology (CIT) distributed a new process for purchasing technology (software\*\*, computers/tablets, data storage, etc). The purpose of this new process is to allow an ISS review to determine security risk for the University. At this point, it is a draft process and there will be updates after feedback is considered. For now, follow the process below:

1. Send an email to CIT at [cit.support@wsu.edu](mailto:cit.support@wsu.edu) with your intent to purchase ANY new or renewal of software, or data storage needs.
2. A ticket will be generated in their system.
3. Someone from CIT will work with you directly on the appropriate process to determine what review is required.
4. After the review for potential risk/security evaluation, a CRSD number will be assigned to your request.
5. If you chose to pay with a purchase card, an exception to policy is **required**. Darla Ewald has an approved exception on her card for these purchases. Please utilize her card for new purchases and renewals.
6. Make sure to include your CRSD renew # on your coding sticker on your receipt that you turn into Megan Welker.

REMEMBER: If there is an agreement/contract to be signed, you must contact Kevin Rimes first for contract processing requirements.

\*\*WSU has an agreement with Microsoft so these licenses and renewal do not need to follow the above process for prior IT approval, however, there are typically other steps that need to be taken after the purchase/renewal in order to be added to the WSU license agreement. Contact [cit.support@wsu.edu](mailto:cit.support@wsu.edu).