



Computer and Peripherals Best Practice

Please remember as a practice that any PC purchase should have either been submitted by an IT member, been approved via ad-hoc to an IT member, or have an attached approval by an IT member. This is not an FAES policy but a practice. From Matt DeVore, the following is included:

- Computers
 - Desktops (Apple & PCs)
 - PCs restricted to Dells even though our Hardware Standards doc isn't completed yet.
 - Laptops (same as above)
 - Tablets
 - Microsoft Surfaces
 - Apple iPads
 - Android (we want to standardize on iPads, but if someone is trying to purchase an Android tablet, we want to look at their business case)
- Peripherals
 - Printers
 - Not toner or ink cartridges
 - Monitors
 - Projectors
 - Cable adapters
- Software
 - Non-site licensed only (site licensed software is already vetted through the OSU site-license)
- IT Services
 - Cloud services
 - Development services (such as third-party web site development, mobile app development, or other application development)
 - SAAS (Software as a Service) as a catch all for any other hosted platform (i.e. communication platforms, etc.)
- Research Computing
 - IT needs to be included in any grant related IT purchases (Ideally, we should be included *before* a grant is submitted. That way, they can budget accordingly for any unforeseen IT costs that they aren't anticipating. We need to get away from this system of faculty getting a grant, purchasing only what they think they need, then not having funds to accommodate for additional IT costs.)
 - Lab equipment that includes a computer, either built in or otherwise
 - Lab equipment that works with any operating system
 - Any device that connects to the network

Please be aware of the practice when your unit is making see these types of purchases.