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.