Information Technology Equipment Purchasing Policy

Section 1 - Purpose

(1) This Policy sets out management principles on the purchase of Charles Sturt University (the University) software and computing, telephony, and peripheral devices.

Scope

(2) This Policy applies to all staff of the University.

References

(3) This Policy should be read in conjunction with the:

   a. [Computing and Communications Facilities Use Policy](#);
   b. [CSU Computer Shop Website](#) ; and
   c. [Division of Information Technology](#) (DIT) website.

Section 2 - Glossary

(4) For the purpose of this Policy:

   a. Non-managed mobile device - refers to a University supplied portable voice and/or data computing device not registered to the University network that does not have the standard University image and software installed.
   b. Managed mobile device - refers to a University supplied portable computing device registered to the University network with the standard University image and software installed.
   c. Information Technology (IT) Equipment - refers to computers and devices used to store, process and receive data. Examples include:
        i. desktop computers;
        ii. laptops;
        iii. monitors; and
        iv. docking stations.
   d. Peripheral items - refers to items attached to a computer to complete tasks. Examples include:
        i. hands-free handsets and headsets;
        ii. webcams;
        iii. cordless presenters;
        iv. external hard disk drives; and
        v. scanners.
   e. Multifunction device (MFD) - refers to a network attached all-in-one printer, scanner and photocopier.
   f. Telephony device - refers to a piece of equipment using technology which allows voice and/or interactive

communication.

    g. Budget Centre Manager - as defined in the [Delegations and Authorisations Policy](#).

    h. Service Level Agreement (SLA) - refers to a contract between a service provider and customer, specifying what services will be provided.

    i. CSU Card - refers to an all-in-one card used by staff and students incorporating identity, building access and financial transaction functionality.

Section 3 - Policy

(5) The CSU Computer Shop is responsible for:

    a. negotiating with vendors to ensure best value Information Technology (IT) equipment;

    b. supplying requested IT equipment as specified in clauses 7(c) and 10;

    c. ensuring relevant multifunction devices (MFDs) and printers:

        i. conform to the technical standards implemented at the University; and

        ii. are compatible with the University's network printing solution and strategy;

    d. requesting vendors and preferred suppliers provide a standard level of service via Service Level Agreements (SLAs) to the University.

(6) Prior to purchasing, all staff are responsible for:

    a. deciding what information technology (IT) items are required;

    b. ensuring selected items meet business requirements;

    c. obtaining purchasing permission from the relevant authority;

    d. contacting the relevant supplier for purchasing advice (if required); and

    e. completing the relevant order forms for processing.

General Information Technology (IT) Equipment

(7) All staff purchasing IT equipment must:

    a. decide what type of equipment is required - refer to the [CSU Computer Shop Website](#) ;

    b. seek approval from the appropriate Budget Centre Manager in accordance with [Schedule 11 - Information and Technology (I&T) Delegation](#);

    c. purchase University owned IT equipment through the [CSU Computer Shop Website](#). Examples include:

        i. computers e.g. desktops and laptops;

        ii. monitors;

        iii. servers;

        iv. telephony devices e.g. VoIP handsets;

        v. software licences;

        vi. cordless presenters; and

    d. complete the relevant [CSU Computer Shop Website](#) Order Forms and submit to compshop@csu.edu.au for processing.

(8) Exceptions to clause 7(c) must have prior approval from the CSU Computer Shop.

Peripheral Items

(9) All staff purchasing peripheral items must:

a. decide which items are required - refer to the University's preferred office supplier for available products;

b. seek approval from the appropriate Budget Centre Manager in accordance with the [Delegations and Authorisations Policy](#), [Schedule 11 - Information and Technology (IT) Delegations](#);

c. purchase University owned peripheral items through the University's [preferred office supplier](#). Examples include:

     i. keyboards and mice;

     ii. portable projectors;

     iii. USB Flash Drives;

     iv. external hard drives;

     v. replacement projector lamps;

     vi. portable screens;

     vii. network cables;

     viii. document cameras;

     ix. CD and DVD discs; and

d. request the staff member responsible for purchasing office supplies within the business unit complete the online order.

Mobile Devices

(10) All staff purchasing a managed or non-managed mobile device must:

a. decide which type of mobile device is required - refer to the [CSU Computer Shop Website](#) for available models and plans (if applicable);

b. obtain permission from the relevant Budget Centre Manager;

c. contact the CSU Computer Shop for purchasing advice (if required); and

d. complete the relevant [CSU Computer Shop Website](#) Order Forms and submit to compshop@csu.edu.au for processing.

Non-managed mobile devices

(11) Non-managed mobile devices may be allocated to a staff member as required in the performance of their official University duties. Examples include:

a. monitoring University equipment and services outside normal working hours;

b. attending to an emergency or breakdown on the premises of the University;

c. being available to respond and attend quickly to a critical incident or urgent problem (e.g. UAC rounds, a major machine replacement or a potential emergency on the premises of the University); or

d. undertaking duties and responsibilities that warrant the allocation.

(12) Non-managed mobile devices that are connected to a cellular network must be connected to the University approved mobile telephony service provider under the NSW Government Rate Plan and are provided standard with:

a. unrestricted access (restrictions can be applied upon request); and

b. international data roaming disabled. If international data roaming is required for official overseas travel, users must log an [IT Service Desk Request](#).

(13) For any non-managed mobile device connected to the cellular network, billing will be consolidated onto the University's billing system. Data and telephony bills are provided via the communications charging system to Budget Centre Managers. Non-managed mobile device end users may view their usage via 'End User Reporting' within the [Comms-Accounts Management Reports](#).

Multifunction Devices

(14) Multifunction devices (MFDs) are the preferred option for all new printing devices and staff purchasing a MFD must:

a. contact the CSU Computer Shop for available models. Non-standard business requirements must be discussed and agreed with the CSU Computer Shop prior to purchase; and

b. seek approval from the appropriate Budget Centre Manager in accordance with [Schedule 11 - Information and Technology (IT) Delegation](#).

(15) The CSU Computer Shop will:

a. liaise with the business unit and provide recommendations on the appropriate model to meet business requirements;

b. obtain approval from the CSU Card Manager for student use printers and MFDs; and

c. order the agreed MFD or printer via the preferred supplier on behalf of the business unit.

(16) Once a printer or MFD has been purchased, the preferred supplier will provide the consolidated usage data file to the Division of Finance for charging.

IT Software for Work at Home Purposes

(17) University staff may purchase Microsoft applications for working at home purposes through the University's [Microsoft preferred supplier](#).

Section 4 - Procedures

(18) Nil.

Section 5 - Guidelines

(19) Nil.

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