OIT Technology Purchasing Approval Form

INSTRUCTIONS

The Office of Information Technology (OIT) is responsible for reviewing, providing recommendation, and verifying compliance with technology acquisitions across campus. To ensure compliance with NSU's procurement policy, OIT requires the submission of this form prior to requisition. If approved, this form and all attached documentation will be forwarded to the procurement office with a CC to the requestor. If denied, the requestor will be notified.

(Place a checkmark to ensure all steps are completed and the form is ready for processing)

☐ Complete and sign this form. (Both the Project Sponsor and the Project Manager must separately sign this form)

☐ Attach any applicable quote(s) to this form.

☐ Attach a sole source procurement approval request form (if necessary).

☐ Send this form to OIT prior to entering a requisition. (email purchaseIT@nsu.edu, fax to x2128, or campus mail)

☐ Upon receiving it back from OIT, send this form along with quote to Procurement Services (quotes@nsu.edu).

Describe what is being requested:

Who will provide technical support?

Provide 3 year estimated costs:

This is a <u>renewal</u> ☐ or a <u>new purchase</u> ☐

Department Head: _____ _____ _____
                     Name   Signature   Date

Requestor: _____ _____ _____
                     Name   Signature   Date

OIT USE ONLY

				YES	NO
Operation Services	_____ Signature	Date _____	endorsed	☐	☐
Client Services	_____ Signature	Date _____	endorsed	☐	☐
Application Services	_____ Signature	Date _____	endorsed	☐	☐
Technical Services	_____ Signature	Date _____	APPROVED	☐	☐
Chief Information Officer	_____ Signature	Date _____	APPROVED	☐	☐

Reason for not approving:

EXHIBIT A
PREAPPROVED LIST OF IT EQUIPMENT

Preapproved	Examples
WiFi-only enabled mobile devices	• Phones • Tablets • Other mobile devices
OIT approved laptops	• https://www.nsu.edu/oit/client-services/faculty-and-staff
OIT approved desktops	• https://www.nsu.edu/oit/client-services/faculty-and-staff
Computer peripherals	• Keyboards • Mice • USB printers • Webcams
Computer cables	• Network cables • USB cables • Other computer cables
Audio/Visual equipment	• Portable data projectors • Digital cameras
Analog phones	
OIT initiated maintenance renewals	• Software/Hardware maintenance renewals

EXHIBIT B
LIST OF POCUREMENTS/INITIATIVES REQUIRING OIT APPROVAL (non-exhaustive)

Requires OIT approval	Examples
Servers	• Database and application servers, or other equipment required to run software
Storage	• Network storage (SAN, NAS) • Server Storage (DAS) • Cloud based storage
IT services and application software	• IT Consulting and Training services • Outsourced/External IT services • Cloud server, enterprise based software
Telecommunication and Network equipment/services	• Routers • Switches • Telecom agreements
Security/Surveillance equipment	• Cameras • Safety
Electronic Signage and communication	• Networked electronic signage systems (iBox digital media player, MagicBox media player, and others)
Miscellaneous Wireless and wired (network equipment	• Networked equipment not in the preapproved list
Construction/Renovation Projects	• Office Renovations • Personnel Relocation • Infrastructure and cabling projects • Network/Telecommunication ports
Requests For Proposals (RFP)	