



**STUDENT DEVELOPMENT AND ENROLLMENT SERVICES  
PROCEDURE**

<b>SUBJECT:</b> Computer / Electronics Purchasing	<b>Effective Date:</b> 11-15-11	<b>Procedure Number:</b> 4-001	
	<b>Supersedes:</b>	<b>Page</b> 1	<b>Of</b> 2

APPLICABILITY/ACCOUNTABILITY:

The procedure applies to all departments within SDES.

BACKGROUND:

This procedure outlines responsibilities for purchasing computer equipment and electronics within the SDES Division.

PROCEDURES:

1. All single computer or electronic item purchase totaling \$5,000 or more and / or group purchases containing computer or electronic items of any value totaling \$20,000 or more must be reviewed and approved by the Division IT Manager.
2. All computer, monitor, printer, component, system, peripheral or electronics purchases must meet SDES IT standards if the standard model meets the required criteria. SDES IT standards are outlined on the SDES IT website. All SDES IT set equipment standards will be reviewed by the SDES Technology Leadership Council (TLC) prior to implementation. Exceptions will be on a per incident basis and must have legitimate cause. Exceptions must be reviewed and approved by the Division IT Manger. This will ensure lower support costs and economies of scale on purchasing.
3. All shared common technology that is provided and managed by SDES IT will be purchased at the division level.
4. Replacement computer equipment for departments that are primarily funded by E&G funds will be replaced and upgraded by the division as budget allows. Any upgrades or replacements that are required by departments outside of the budget cycle will be the responsibility of the individual departments.

5. All additional computer equipment or electronics for departments primarily funded with E&G funds will be the responsibility of the departments to fund as their budget allows.
6. Departments funded primarily with Contract & Grant, Local or Auxiliary funds are responsible for all replacement, upgrades or new computer or electronic purchases.
7. Printers, copiers or multifunction machines will be the responsibility of departments to purchase.
8. Any additional or replacement network infrastructure devices such as switches, routers, or cabling within department facilities are the responsibility of that department to purchase. SDES IT will be available for consultation as needed.

CONTACTS:

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PROCEDURE APPROVAL:

Procedure Number: 4-001	
SLT Member Responsible: <u>S. K. Cohen</u>	Date: <u>11/13/11</u>
SDES Procedure Chair: <u>David L. Pavlonnis</u>	Date: <u>11/15/11</u>
SDES Vice President: <u>Maribeth Ehasz</u>	Date: <u>11/15/11</u>