

Site Address: http://www.shsu.edu/~ucs_www/services/technology-purchases/

Technology Procurement Process

Technology purchasing has recently taken on many changes, due to new mandates from the Texas State University System and Banner.

Please use this website to help guide you while purchasing technology for SHSU.

1. Consult the list below to determine whether IT@Sam will need to review and approve the purchase. If the item you seek is on the list below, IT@Sam will not need to be involved and you can follow your available procurement options. Remember controlled items may not be purchased on the p-card.
 - Digital cameras and webcams
 - Memory cards for digital cameras
 - Audio recorders
 - Microphones
 - DVD/Blu-Ray players
 - Gaming devices – Wii, Xbox, Playstation, etc.
 - Gifts or awards
 - Copiers (which do not require a network connection ie. network scanning or emailing)
 - Carrying cases, bags or other protective casings for mobile devices.
 - USB flash/thumb/jump drives not requiring a power supply (external hard drives typically require a power supply, and are NOT approved for purchase without review)
2. If the item you seek is not listed above, submit a work order to IT@Sam providing as many details as possible to help expedite the request.
 - Primary contact for detailed questions about the request
 - Is this a new or renewal purchase? If this is a renewal, please provide reference to any past purchases.
 - Do you plan on purchasing this with a p-card?
 - The expected amount, if known. Also, if you have already obtained a quote, contract or agreement, please attach that to the work order.
 - An explanation of why the purchase is required.
 - How it will be used?
 - Who will be using it?
 - Where will they use it?
 - Relevant dates involved with the request
 - Does it need to be installed and working by a specific date?
 - Does it need to be received by a specific date?
3. IT@Sam will review your request in the order they are received. If you have an urgent request, please send a follow up email or call Mateo Zuniga (mxz004@shsu.edu, 4-4880) or Zac Braaksma (zacbraak@shsu.edu, 4-3247) with reference to the work order you submitted.

4. If it is determined and agreed upon with the requesting department that the purchase can be obtained on a p-card, IT@Sam will send the Technology Oversight Approval letter that you can submit with your p-card reconciliation documentation. Remember approval from IT@Sam is not all encompassing, and all other purchasing rules still apply; controlled items may not be ordered with a p-card.

The submitted work order will be completed and your department may proceed with the purchase. If you later require IT@Sam assistance with installing the purchased item, submit a new work order and we'll assign a technician to field the request.

5. If the purchase will not be conducted on a p-card, all of the purchase documentation acquired will be forwarded internally to the Purchaser assigned to IT for processing.
 - a. Controlled items and other special items may require shipment to IT@Sam in order to be given a property tag. In these cases, the work order will remain open for the processing of the purchase, invoicing, payment approvals and delivery or installation of the items.
 - b. For items not deemed as controlled items or otherwise necessary to be delivered to IT@Sam, once the purchase order is issued, the work order will be closed and the remainder of the purchase process will become the responsibility of the requesting department. This includes receiving the items, the invoice and approving payment once appropriate. If assistance is required for installation of the items, submit a new work order and we'll assign a technician to field the request.