

# Arts and Sciences Technology Purchasing Guidelines

Version 1.0 – 11/21/2017

Before an eRequest is started, any unit needing to purchase technology hardware covered in the categories listed below needs to initiate consultation with ASCTech leadership of the service area. This will determine if the planned purchase is compatible with ASCTech systems and if there are existing services that would satisfy the needs of the request.

The consultation is not meant to be a burdensome process; it can be as simple as the Support Manager for the unit talking/emailing with the appropriate person. It can also involve the faculty/staff in the unit as needed.

These guidelines apply regardless of the funding source (general funds, research funds, startup funds) and apply to reimbursements. All equipment must follow the ASC Non-Capitalized Equipment Tagging and Tracking Guidelines.

## Infrastructure Devices

- Service Area Approver: Brian Keller ([keller.4@osu.edu](mailto:keller.4@osu.edu))
- Examples of Infrastructure Items
  - Servers
  - Storage – SAN, JBOD, NAS but excluding desktop level storage – flash drives and portable hard drives
  - Networking Equipment - Switches, Routers, Wireless Access Points, Firewalls

## Audio Visual / Conference Room technology / Teaching Spaces technology

- Service Area Approver: Mike Kaylor ([kaylor.1@osu.edu](mailto:kaylor.1@osu.edu))
- Examples of AV/Conference Room/Teaching Technology
  - Video conference equipment
  - Digital signage
  - Conference room A/V equipment
  - Classroom technology (projectors, smart boards, AppleTV, etc.)

## Desktops/Laptops/Workstation Devices

- Service Area Approver:
  - Desktop and Laptops: Sr. Support Managers (Brian Smith - [smith.321@osu.edu](mailto:smith.321@osu.edu), Ron Filippelli - [filippelli.2@osu.edu](mailto:filippelli.2@osu.edu))
  - Workstation Class Desktops: Sandy Shew ([shew.1@osu.edu](mailto:shew.1@osu.edu))
- Approval is only required if device is not part of the OSU standard list
  - <http://go.osu.edu/asctechpurchase>
- ASC CIO approval is required for any computer purchase other than Dell or Apple

## Third Party Services

- Service Area Approver: David Sweasey ([sweasey.1@osu.edu](mailto:sweasey.1@osu.edu))
- Examples of Third Party Services
  - Cloud Services
  - Application Development contracts
  - Web Hosting contracts

## Reimbursements

- Reimbursement will not be made until the equipment is brought to ASCTech Support Services staff to apply the OSU asset tag and enroll the device in our device management tools – simply contact your local unit IT support to initiate this process