

Computer and Computer Related Equipment

1. Policies and procedures for the acquisition of any type of computer or computer related equipment are detailed in the University of Kentucky Administrative Regulations.
2. Administrative Regulation AR II-1.7-1 requires Deans and Directors accept responsibility of reviewing and approving expenditures for computing and communications equipment and services of less than ten thousand dollars (\$10,000). All requirements for computing or communication equipment and services costing ten thousand dollars (\$10,000) or more must be submitted to the Vice President for Information Technology for review and approval. The acquisition requested will be reviewed in relation to overall institutional goals. This includes the impact of the proposed acquisition on the university's current communication networks. Additionally, the ongoing operational support costs and the source of funding must be established prior to acquisition. Purchases of equipment estimated to cost \$200,000 or more and systems estimated to cost \$600,000 or more may be purchased only if authorized by line item in the current legislatively approved budget bill.
3. This section applies to all acquisitions of computing hardware and services from external sources, whether purchased, rented or leased, excluding those which cost less than \$10,000.
 - A. The responsibility for approval of the above has been placed with the Vice President for Information Systems. All requisitions or requests for data processing equipment and services are to be approved by the Vice President prior to action by the Purchasing Division.
 - B. To request approval, a department must create a Requisition in SAP to allow the appropriate approval of the Vice President for Information Technology.

Technology related equipment and supplies may be purchased on the University's technology purchasing website, ebuy. Orders up to a cardholders single transaction limit, may be charged to the Procurement Card. Computer orders, including those to be capitalized, may be charged to the Procurement Card from preferred vendors on ebuy up to \$5,000.