IS&T Computer Purchases Policy

IS&T currently has a team designed and staffed for the purchasing and deployment of desktop/laptop computers. Therefore, we have decided to use this team and its processes for the majority of department desktop/laptop computer purchases. This will allow for an increase in tracking of purchases and deployments, a decrease in duplicated effort and overhead, as well as economies of scale for greater discounts. It will also allow for decreased turnaround time and improved lifecycle management of workstations.

IS&T Computer Purchases Policy (effective September 2009)

- All IS&T staff will purchase desktops and laptops for their area through the Desktop Deployment and Maintenance (DDM) group in CSS using the attached process. This includes shared workstations and testing systems.
  
  Current process for ordering can be found at https://wikis.mit.edu/confluence/x/1wDIAg

- The decision on whether a desktop or a laptop should be purchased will remain with the area Director and be based on the needs of the individual and their job function.

- The default system purchased will be the standard configuration offered for that particular platform and form factor.
  
  Current systems can be found at http://ist.mit.edu/services/hardware/adminit/standards

- The manufacturers of the systems will be limited to those used by the DDM team at the time of purchase.

Exceptions to the Purchasing Policy

- This policy does not include servers, printers, handheld devices, and any specialized technology purchased by the IS&T groups.

- Any purchases with specifications exceeding the standard configurations will require approval of your area Director in advance of the request to DDM.

*Please see the Expense Reimbursement Policy regarding the necessary documentation that will need to be submitted to the Finance Team.*

Last updated: 2/1/10
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