



Information Technology (IT) Purchase Request Policy

Effective immediately, all technology-related purchases must be pre-approved by a Vice President and routed through the IT Department for review and purchase. This includes all purchases, regardless of funding source.

Below are examples of purchases that must follow this policy:

Hardware

- Desktop or laptop computers (Apple or PC)
- Tablets (e.g., iPads)
- Monitors, docking stations, keyboards, webcams
- Printers, scanners, copiers
- External hard drives or backup devices
- Smartboards or classroom tech

Software & Licenses

- New software or online services (free or paid)
- Subscription renewals (e.g., Adobe, Zoom Pro, Microsoft 365 add-ons)
- Department-specific tools (e.g., CRM, data analysis, finance systems)
- Mobile apps used for college work (even low-cost)

Accessories

- Mice, styluses, chargers, cables, adapters
- Network equipment (routers, switches)
- Headsets or microphones for meetings or teaching

Technology Services & Contracts

- Cloud-based platforms or storage (e.g., Dropbox, Google Workspace upgrades)
- Vendor service contracts or support agreements

- Website services or domain registrations

Tech-Integrated Equipment

- Specialized equipment with built-in software (e.g., lab devices)
- Security cameras, card readers
- AV equipment for classrooms or events

If it plugs in, connects to the network, stores data, or requires a login—it likely needs to be reviewed by IT.

Submit requests using the IT Purchase Request Form and allow time for review and ordering.

Questions? Contact the IT Help Desk: ithelp@whittier.edu