Hardware and Software Purchasing
Introduction

- What does the university provide?
- What if I need an extra computer or hardware?
- What is the process for purchasing?
- What do I need to get?
- How can CPIT help?
What does the university provide?

- Standard Microsoft Windows desktop system
- Standard set of software
  - [http://computing.cua.edu/support/common-software-list.cfm](http://computing.cua.edu/support/common-software-list.cfm)
- Access to a networked laser printer
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What if I need an extra computer or hardware?

- Additional hardware can be purchased with departmental funds within guidelines
  - This also applies to grants
    - Note: Hardware purchased with grant or departmental funds is still owned by the university
  - If you think you need a different configuration contact CPIT
What is the process for purchasing?

- Computers must be purchased with requisition
  - This can be done by department or through CPIT on the department’s behalf
- Chartfield information
  - 2000-11-210000-LIC-INDR
- After purchase the hardware is tagged as a university asset and configured for use on the campus network
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What do I need to get?

- Standard system configurations can be found on the computing website
  - [http://computing.cua.edu/support/recommended-hardware.cfm](http://computing.cua.edu/support/recommended-hardware.cfm)
  - Check this site EVERY time you are purchasing

- Non-standard configurations should contact CPIT to meet to determine needs and solutions
  - [yum@cua.edu](mailto:yum@cua.edu)
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How can CPIT help?
- Resource
- Consultation
- Purchasing
- Setup
- Support