

IT Equipment Purchase Policy & Standard

Purchase of computers and software: Effective immediately, all requests for purchase of computers, software, and other IT-related purchases, such as printers, scanners and other equipment must be sent to helpdesk@downstate.edu for recommendation and price quotes before ordering.

Standard Configuration Quotes

Dell Latitude Laptops – 12”, 13”, 14”, 15”

Dell Optiplex Desktop – 990 MT

Dell Optiplex Desktop – 9010 MT

Dell Optiplex – 990 USFF

Dell Optiplex – 9010 USFF

Informational Link:

[Optiplex 990 technical Guidebook](#)

[Optiplex 9010 technical Guidebook](#)

Printers

HP High Capacity Printer – HP Laserjet M602

HP Mid-Range Printer – HP Laserjet

Computer Hardware Standards - Supported Wired Devices- PC and Macintosh

Please check the following the current standard of PC, Printer and Peripherals.

Informational Link:

[Current Supported PC/Printers and Peripherals](#)

Computer Software Purchasing-Other

Departments should check with IT Customer Support Center prior to purchasing non-SDMC installed software to ensure compatibility with their hardware and operating system. All software installed on SDMC machines must be licensed appropriately. Departments should maintain a record of all special software installed on their machines.

Campus IT Policy Consulting

Description: Help Desk wide consultation and assistance with development, interpretation, and enforcement of policies related to the use of campus technology services and resources. A service of the Help Desk Department.

Contact: helpdesk@downstate.edu

For: student, faculty, staff, department, affiliates.

Costs: Possible "at-cost" charges for extensively burdensome services, such as evidence gathering, responses to public information requests, or other legally-prescribed reimbursements.

Information Technology Acquisition Review

Description: In order to understand this substantial investment, optimize the use of Hospital funds, and provide value to people purchasing computer-related items, acquisitions costing \$5,000 or more are reviewed before a purchase order or contract can be issued.

- Hardware purchases
- Software purchases
- Maintenance/Support renewals
- Agreements with consultants or professional service providers for IT work

Steps of Action: Ensure that high-cost acquisitions are compatible with current campus standards and strategic technology directions;

- Identify opportunities for cost savings through aggregated purchases or use of hospital recharge units.
- Ensure that "outsourcing" arrangements for web-based business processes meet campus security, privacy, and data management policies.
- Ensure that new administrative and student services systems that need review by the Help Desk are identified early in the development process and registered with the Help Desk initiative;
- Provide information to the Help Desk Officer and IS for planning central support services to meet new needs.
- Provide information on companies that can deliver desired services, and/or ensure that sole source justifications are technically sound.

For: Downstate Medical Hospital staff to understand commonalities among research, teaching and learning, and administrative computing, and identify opportunities for sharing expertise

Contact: helpdesk@downstate.edu