INFORMATION TECHNOLOGY SERVICES

IT Purchasing Guidelines

The IT Services and Business departments have created **IT Purchasing Guidelines** to help the process in inventory control and for purchasing software and hardware.

Please follow the guidelines to assure the requested software and hardware are not delayed upon approval.

Before ordering, you must first obtain approval from your supervisor for funding source (index) and business need.

Hardware

1. Request a quote from IT Services for hardware by sending an email to taoshelp@unm.edu. (computers, printers, projectors, classroom technology etc.)
2. Send quote with funding index to business office for purchase. They will assure the proper inventory process is initiated through main campus.
3. Upon delivery, the business office with distribute hardware accordingly. If the hardware needs configuration they will send to IT.
4. If an asset tag is needed, the hardware will be delivered upon obtaining the asset tag and proper inventory process from the business office and IT staff.
5. Any hardware with an inventory asset tag must not be moved to another location without proper inventory documentation. To assure documentation is properly completed contact your department's inventory contact and/or the business office for guidance.

Software

1. Send an email to taoshelp@unm.edu to request support in purchasing process. Support may include a demo of software, security documentation from vendor, security questionnaire from main campus IT security and licensing questions.
2. Once approved by IT manager a quote with funding index can be sent to the business office for purchasing process.
3. Send an email to taoshelp@unm.edu for installation assistance.

Questions?

Contact the IT Services Department at 737-6252 or email taoshelp@unm.edu