

## **DEPARTMENT OF HUMAN GENETICS 01-10**

**CATEGORY:** SUPPORT SERVICES  
**SECTION:** Computing, Information, and Data  
**SUBJECT:** Computer Hardware and Software Purchasing Policy  
**EFFECTIVE DATE:** May 11, 2015 Revised  
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### **I. SCOPE**

This policy is intended to ensure that purchases made involving computers and computer software are completed through the proper channels outlined by the University of Pittsburgh. It also provides a standard for computer support and tracking used across the Department.

This policy applies to all Faculty and Staff of the Department. Every Faculty and staff member is expected to know and follow this policy.

### **II. POLICY**

All computer hardware and software purchases will be made through the Department IT personnel. Purchases of computer hardware and software are not to be made with personal funds. Some examples of these purchase are below:

1. Desktop computers
2. Laptop computers
3. Computer software, like Adobe software
4. Printers
5. Printer toner

This policy will not supersede any University of Pittsburgh developed policies but may introduce more stringent requirements than the University policy.