

TECHNOLOGICAL EXPENSE GUIDELINES

- **Computer hardware:** Available for replacement every three years. Must be purchased through ITS and asset tagged. Must be surrendered when appointment ends.
- **iPads, Kindles, Nooks, etc. (not including connectivity costs):** For individual purchase and use only. Available for replacement every three years. Must be purchased through ITS. Must be surrendered when appointment ends.
- **Data/Databases/Cloud Computing, etc:** Must be purchased by contacting ITS.
- **Computer software:** Requires ITS Approval. Must be purchased through Pcard, Requisition, or ITS FSR for Adobe/Office
- **Digital Subscription Services/“software as a service”:** Questrom has licenses for surveying/polling, video hosting, video conferencing, note taking and cloud storage applications: expenses of this nature must be purchased by going through ITS in order to be set up through the Questrom tool. If a Questrom license does not exist the purchase must be handled through Pcard. Reimbursements for applications where Questrom licenses are held will not be processed.
- **Technological Peripherals/Accessories:** This category includes expenses such as printer ink/toner and plug in peripherals such as headphones. All expenses must be of reasonable cost. Final approval at Dean’s Office discretion. Spending in this category should be minimal. Must be purchased through Pcard, Requisition, or Amazon Business.