Requests for purchasing of IT equipment (including desktops, notebooks, tablets, printers, scanners, and software) must be approved by the Director of IT. Whenever possible, purchasing requests should be initiated by sending an email to cop-problem@osu.edu, and the Director of IT should submit the eRequest on the user’s behalf. If an eRequest is submitted by an individual, approvers will ad hoc the Director of IT for approval. Users should not purchase IT equipment on their own and submit for reimbursement.

Pharmacy IT has standard hardware configurations that must be followed in order to adhere to University policies unless a valid, approved business justification exists. Pharmacy IT will provide consultation to help identify supported hardware and software that meets users’ needs, and can also answer questions about software licensing requirements and the availability of university/college site licenses.

All IT equipment must be delivered to Pharmacy IT to allow for asset tagging, inventory, and documentation purposes. If equipment is delivered directly to the end user, the user must deliver it to Pharmacy IT before unpacking.

Pharmacy IT will utilize the university’s purchasing decision tree when determining the correct method of procurement:

1. Internal Order (Tech Hub, UniPrint, etc)
2. eStores (GovConnection, CDWG, etc)
3. Procurement Card (payments up to $7500) – Univ funds only
4. Convenience Order # (Reimbursement, Membership dues)
5. Purchase Order (over $7500 or non-univ funds)