



COMPUTER PURCHASE POLICY

Policy Number: Operations (ITP) 15-02

Re-issued

Effective Date: 09/3/2015

1. Purpose

Establish IOT as the sole reviewer and authorizer of all computer procurements.

2. Revision History

Revision Date	Revision Number	Change Made	Reviser
09/03/2015	01	Defined Policy	Dewand Neely

3. Persons, Groups, Systems Affected

All agencies within the Executive Branch of Indiana State Government

4. Policy

Post consolidation, IOT is responsible for reviewing the purchase of all computer equipment to be utilized by Executive branch agencies.

5. Responsibilities

5.1. End users/customers

5.1.1. Specification of computer equipment requirements

5.2. Agency

5.2.1. Specification of computer equipment requirements

5.3. Agency Business Units

5.3.1. Specification of computer equipment requirements

5.4. Contractors, vendors, etc

5.4.1. Specification of computer equipment requirements

5.5. IOT staff

5.5.1. Review of agency computer equipment requirements

5.5.2. Approval during procurement workflow

6. Definitions/References

6.1 Computer

6.1.1 personal computer desktops, laptops, tablets, slates, etc...)

Statutory Authority IC 4-13.1