

Gettysburg College Technology Purchasing: Policy and Procedure
Information Technology – Rodney Tosten, Vice President of Information Technology
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Policy:

For all technology purchases that require IT installation, support or that connect to the campus network, initiate the approval and purchasing process by submitting a helpdesk request. Examples of purchases in this category include:

- employee computers: desktops, laptops, netbooks
- networked printers
- server hardware and software

Note: prior to a decision to purchase server hardware or software, IT will ensure that the technology fits the College's technology environment and that all contracts are subjected to legal review.

For purchases that require no installation or support from IT and do not connect to the campus network or internet, IT approval is not necessary. However, users must recognize that adding software can adversely affect the performance of their computer and that they do so at their own risk. Should their computer's performance be compromised they will be required to uninstall the software and so are advised to keep backup copies of any applicable licenses.

Procedure:

If purchasing through IT, please provide your Department name and GL number as part of the help desk request. IT will purchase the item and will charge the appropriate General Ledger account line in your department budget.

If purchasing through your department, please ensure that you code your purchase to the appropriate general ledger account below:

- Desktop Software: 66061 i.e. department purchased software for local computer
- Non-computer Hardware: 66001 i.e. thumb drives, printers, printer maintenance, etc.

Cost Saving Opportunities:

Gettysburg College has negotiated substantial savings on many software titles. Check the Northeast Regional Computing Program's list to see whether the software you need can be purchased at a discount: ([Appendix A](#)). If the software is on this list, submit a helpdesk ticket requesting the title together with the GL number: 66061.

Gettysburg College also enjoys discounts at: <http://www.JourneyEd.com>. Select: College>Gettysburg College to see the offerings. The software will be licensed to you individually and you will be responsible for complying with the terms of the license agreement.

Journey Ed offers discounts to faculty, staff and students for their own purchase of software titles.

Appendix A:

NERCOMP discounts are available for:

Adobe Products:

- Acrobat
 - Acrobat Capture
 - Acrobat Professional
- Adobe Encore
- Adobe Premiere Pro
- After Effects PB
- After Effects STD
- Audition
- Creative Suites Premiere
- FrameMaker
- GoLive CS
- Illustrator CS
- InDesign CS
- PageMaker
- Photoshop Album
- Photoshop CS
- Photoshop Elements
- Premiere Elements

Microsoft Products

- Office/Office Ent (Windows and Mac)
 - Win 32 Operating System upgrade (Windows 98, NT, XP, 2000, Vista)
 - CORE Client Access License (CALs for Windows, SMS, SharePoint, and Exchange)
 - Sharepoint Designer (Web development for Windows)
 - Virtual PC (w/MS Office for Mac)
 - Visual Studio.NET Pro (Visual Basic, C++, J++, Interdev, etc)
- Rights to all versions (upgrades and downgrades) of the products above.

NUANCE:

- Dragon Naturally Speaking, OCR, PDF, omnipage Pro

SPSS Products:

- mrInterview (web survey tool)
- mrScan (paper survey tool)
- mrStudio (automation tool)
- mrTables (reporting tool)
- Clementine (data mining workbench)
 - Text Mining for Clementine
 - LexiQuest
 - Predictive Marketing (alumni development)

Selected solutions from Strategic Hardware LLC / LeftHand Networks

Redboomerang Products:

- U-vault

Wolfram Research Products

- Mathematica and Network Mathematica
webMathematica
gridMathematica CalculationCenter
The Mathematical Explorer
A New Kind of Science Explorer
Calculus WIZ

Xythos Software Products:

- Digital Locker Suite
Enterprise Document Management Suite
WebFile Development Suite.