

## Tech-Related Purchasing Guide

### IMPORTANT THINGS TO NOTE

- **All Purchases**
  - All technology-related requests must receive pre-approval by the unit head and a representative from the CI Business Center (CIBC) with budget-level approval before ordering.
  - All orders will be shipped to the CIBC.
  - No purchase can be made that requires either a physical signature on or a digital acknowledgment of an agreement with a vendor unless first vetted by UK Purchasing.
- **Equipment Purchases**
  - All equipment purchases must be made via UK contracted vendors. Major contracted vendors are Office Depot, CDWG, More Direct, Dell, Apple, and B&H Photo.  
  
**NOTE: Amazon cannot be used for most tech-related purchases.**
  - If alternative vendors are needed, the pre-approval request must be routed through the CIBC. In the event a purchase from an alternative vendor does not have pre-approval, an exception form must be completed and submitted to the CIBC. The CIBC will assist with routing the exception form for signatures and submission.
- **Software Purchases**
  - Purchases related to licensing, subscriptions, domain hosting, etc. can only be made for one year (cannot be multi-year), unless pre-approval has been received by the CIBC from UFS and UK Purchasing as an exception.
  - Software purchases cannot be made without first being vetted by UK ITS, UK Purchasing, and in some cases UK Legal.

### PREPARING FOR YOUR REQUEST

#### STEP 1: Do you already know what equipment/software you want?

- NO – No worries. CI Technology Services (CITS) will assist with selecting it. Please continue to the next section – *Submitting Your Request*.
- YES – Great. Please go to step 2 to provide the information needed to review your request.

#### STEP 2: I already know what I want. If known, what information do I need to make a request?

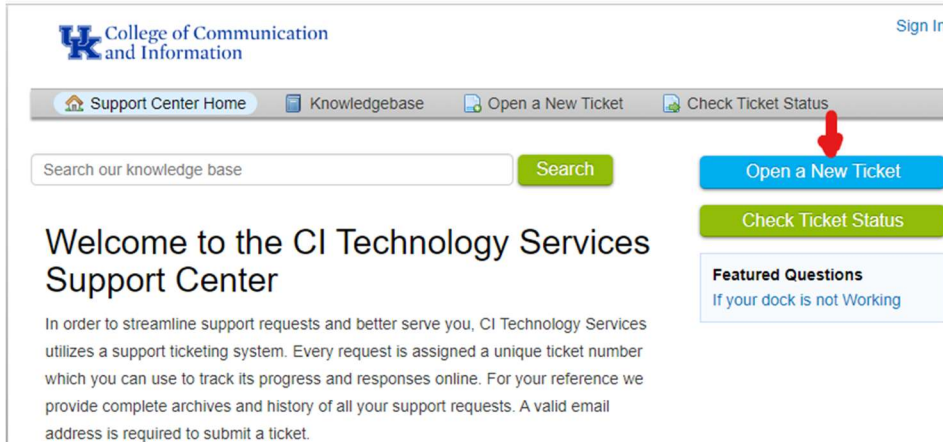
- *Equipment Purchases*
  - Item details – quantity, vendor, model, description, and cost
  - Any quotes, website links, or other identifying information tied to a shopping cart already created
  - Reason for purchasing the equipment
  - Funding source
- *Software Purchases*
  - Software details – name, manufacturer, description, website, licensor/rep name/email, and cost
  - Any quotes, website links, or other identifying information tied to a shopping cart already created
  - Reason for purchasing the software plus how it will be used
  - Whether this is a new purchase or renewal of an existing agreement
  - Funding source
  - User(s) or group(s) using the software
  - Whether any data classified as protected by AR 10:7 (<https://regs.uky.edu/administrative-regulation/ar-107>) will be stored, processed, or transmitted by the software
  - How the data is being used
  - Whether any data is being transmitted, exported, downloaded, stored, or maintained outside the USA
  - Where the software is hosted – cloud (website, server, etc.) or installed on a computer

- Links to the terms and conditions and privacy policy (if applicable)
- Whether the software is similar to or replicates the features of any other software on campus
- How difficult it would be to replace the vendor with an alternate vendor

## SUBMITTING YOUR REQUEST

You will use the online CITS support center to submit your request. To open a new ticket, please complete the following:

1. Open a web browser and visit <https://ci.uky.edu/support/>.
2. On the *CITS Support Center* welcome page, click the blue *Open a New Ticket* button.



3. The *Open a New Ticket* form should appear. After entering your user information, select from one of the following technology-related purchasing help topics: *Purchase Request - Equipment* or *Purchase Request - Software*.

**NOTE: While multiple equipment items may be requested in the same ticket, due to risk assessment requirements, only one piece of software per ticket can be requested. If multiple pieces of software are being requested, a separate ticket must be submitted for each.**

4. Based on the help topic you selected, provide additional information about the request. Please be as detailed as possible. If you have any attachments to share, please upload those as well.
5. Once you have completed all required fields, click the red *Create Ticket* button at the bottom to submit your request. You should receive an email confirmation once the ticket is submitted.

## WHAT HAPPENS NEXT

- Once a request is received, CITS and the CIBC will consult with you plus any other associated individuals or groups (Dean, Unit Head, UK ITS, UK Purchasing, UK Legal, etc.) to review the request.
- Once the review is complete, CITS, in conjunction with the CIBC, will make a recommendation whether to initiate an official purchase request in the CI Purchasing System.
- Supported requests will be entered in the CI Purchasing System by CITS on your behalf.
- Once approvals are received, responsibility for ordering will be based on the nature of the request. The CIBC will be responsible for all ordering except for those purchases that can be made on a procard. CITS will be responsible for all procard purchases.
- CITS and the CIBC will facilitate the delivery of any equipment or software to you once it has been successfully purchased and acquired.

## FOR MORE INFORMATION

If you have any questions or need more information, please contact us using the email addresses below:

- CIBC – [cibusinesscenter@uky.edu](mailto:cibusinesscenter@uky.edu)
- CITS – [cits@uky.edu](mailto:cits@uky.edu)