**Hardware and Software Purchasing Procedure**

Computer software and hardware that is intended to connect to the campus wired or wireless network and/or use any infrastructure building cabling will require consultation with ITS prior to purchase. Please use the link below to submit the information for consultation on new purchases of hardware or software that will be installed on campus-owned computers or equipment.

New Software Purchase

<https://uww.service-now.com/sp?id=sc_cat_item&sys_id=c040958b1b026010eecabaecdc4bcb03&sysparm_category=3782528a1b074850eecabaecdc4bcbd0>

New Hardware Purchase

<https://www.uww.edu/its/services/tech-purchasing>

Once the request for consultation is submitted through the link above, ITS will work with the requestor through the entire vetting process. ITS’ process includes the entire gamut of review. Here are some high-level steps:

* Accessibility review
* Privacy policy, terms of use, security analysis
* Data ownership/policy assessment (including vendor's data handling procedures, storage practices, social interaction processes, and data security policies)
* Data integration review, including single-sign-on, MFA, 3rd party integrations
* Security review - PCI compliance, HECVAT
* Compliance of data transmission process
* Risk mitigation plan

The requestor will receive written communication from ITS with updates on status of request, and final approval/denial decision (along with the reason). Once they have the approval email from ITS, they can complete the following purchasing steps.

1. If purchasing software, check with the suppliers on the [mandatory software reseller contract](https://vendornet.wi.gov/Contract.aspx?Id=671b9471-2906-ee11-9045-00505684483d). If they can’t provide, provide those emailed responses to purchasing@uww.edu and ask them to request a waiver from the Department of Administration (DOA) to buy directly from the manufacturer. Please be aware approval is at the contract manager’s discretion.
2. When buying from the resellers or from the manufacturer, if an agreement/contract is required that needs University signature or over Best Judgement Threshold (over $5,000), then it must be submitted on a requisition for Procurement to review/sign. If no signature is needed and cost is under Best Judgement Threshold ($5,000), then a PCard purchase may be allowable. All the approval documents must be attached to the transaction.