



## INFORMATION TECHNOLOGY EDP P-CARD POLICY

All purchases, including P-Card purchase, for Information Technology (IT) related items must have IT EDP Review to assure compatibility with the technology environment of the university. These items include, but are not limited to:

- Software
- Computers and computer hardware,
- any device that connects to a VSU network,
- Peripheral devices that attach to or are installed on a VSU owned computer (such as printers, scanners, external storage such as jump/thumb/USB drive or external hard drive, software, etc.), or
- involves the use of institutional or sensitive or confidential data over the VSU network or computing equipment
- IT services

Procurement of these items must complete the IT EDP review process.

***See list of items that do not require IT EDP review at the end of this document.***

**Follow the steps below to properly purchase IT related items:**

*Follow VSU Pcard policies & procedures and use the pcard purchase request process located at:*

<https://www.valdosta.edu/administration/finance-admin/financial-services/procurement/purchasing/purchasing-card.php>

- If needed, **request a Quote from IT** by sending an email to [ITQuotes@valdosta.edu](mailto:ITQuotes@valdosta.edu).
- If needed, **request IT EDP pre-review** from IT by emailing to [ITPurchasing@valdosta.edu](mailto:ITPurchasing@valdosta.edu).
- Include a link and/or general description of the purchase planned (i.e. a short description of the item(s) to be purchased to include the manufacturer, part number, quantity, unit cost, total cost, vendor, vendor part number if any, and any shipping charges that are anticipated).
- Once IT responds to your request with an email attesting to IT EDP pre-review of the purchase, **and use the pcard pre-approval purchase request process using the link provided above and select the purchase as an IT Purchase (attaches to computer or network).**
- When signing off on your transactions, make sure you use the correct account number (refer to the IT Procurement's handout with account numbers).
- Attach the email containing any IT EDP pre-review and EDP number you might have received to the receipt that is turned in with your P-Card Monthly Submission

### **Hard Drives/Flash Drives for Data (not for Photographic or Audio/Video Media or Content Delivery):**

- Complete the [External Storage Device Business Purpose Form](#) from the Technology Purchasing Forms page and send to [ITPurchasing@valdosta.edu](mailto:ITPurchasing@valdosta.edu) for IT EDP Review.
- Include a link to the product to allow IT to review the purchase.
- IT will then give you IT EDP Review documentation to proceed with the purchase.
- Once the purchase is made, send the receipt in .pdf format for the confirming email that must be attached to your P-Card statement.

### **Software, Data Plans, Apps:**

Software, data plans, and applications, unless prohibited by State Entity Internal policy, can be purchased for State-issued computers, smart phones, and tablets only, not for personally owned devices.

### **Items that do not require IT EDP Review:**

- Consumable supplies such as toner and ink cartridges
- Power Supplies/Chargers and Batteries for Mobile Devices and Laptops/Notebooks
- Keyboards and Mice, Wired and Wireless
- Flash memory cards/drives and readers for Photographic or Audio/Video Media
- Document Conversion Services such as flipbooks
- Social media filters such as Snapchat filters and geofilters.
- Cables for Audio/Video such as HDMI cables and USB
- Laptop/Notebook/iPad Cases
- Content in general

Instructional and informational content that is delivered via standard technologies (e.g., web browser) and does not require additional software installation or support from IT will not require IT EDP review.

- Webinars
- Training
- Tests, Practice Tests, or Testing that does not require additional software installation
- Library Databases
- eBooks
- Content Delivered via flash memory drives or other re-writable media

***Although the items above do not require IT EDP Review, users are encouraged to consult with IT by email to [itquotes@valdosta.edu](mailto:itquotes@valdosta.edu) or by reference to IT's [Computer Peripherals Standards](#) to ensure IT's ability to support, if needed.***