

# **Computing Equipment Acquisition Policy**

## **Florida Museum of Natural History**

### **Office of Museum Technology**

#### **Summary**

The Office of Museum Technology (OMT) is responsible for supporting the mission of the Florida Museum of Natural History by assisting with the configuration and set up of new computing equipment. OMT has a finite set of resources to accomplish this mission. Therefore, the museum has adopted this clear policy to facilitate the completion of the mission.

#### **Policy**

1. All computing equipment purchases must be initiated, approved, or pass through the hands of the Office of Museum Technology. This generally means that museum staff and faculty would submit a help desk request and request a quote for the equipment.
2. Computing equipment purchasing requests that arrive at the museum purchasing office and have not been approved by OMT will be rejected or routed to OMT for approval.
3. OMT has no responsibility to support, connect, configure, or troubleshoot computing equipment unless it was ordered or approved by OMT. The types of equipment covered by this policy includes but is not limited to: computers, printers, scanners, storage, and backup devices.
4. Computers and network-attached devices that were not approved by OMT will not receive a network address and will not be able to connect to the network and Internet.
5. All decisions for equipment not covered by this policy are at the discretion of the OMT Help Desk Manager.
6. Disputes will be resolved by the IT Steering Committee.

#### **Implementation Example**

A computer that is not ordered or approved by OMT will have little utility since it will not receive a network address and will not be able to connect to the Internet or museum network services. The IT Steering Committee adheres to this policy. If someone orders a computer without getting a quote from OMT, the best course of action will be to return that computer to the vendor and receive a refund. It is the responsibility of the non-complying purchaser to manage the return process and re-initiate a request for a quote from OMT.

#### **Policy Approved By:**

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Director of Information Technology

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Assistant Director of Museum Operations

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Chair of Museum IT Steering Committee

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Director