

**MICHIGAN STATE UNIVERSITY
HEALTH INFORMATION TECHNOLOGY
POLICIES/PROCEDURES**

SUBJECT: Acquisition of Computer Equipment	NO. IS 17
SCOPE: Health Information Technology, Faculty, Staff and Contract Users	
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POLICY STATEMENT

The purpose of this policy is to provide guidelines for the purchase of computer equipment by colleges, departments and units that are supported by Health Information Technology, including the College of Human Medicine, Osteopathic Medicine and Nursing; the MSU HealthTeam; and Olin Student Health Center.

This policy is intended to simplify the Health Affairs technical environment and provide a stable and reliable infrastructure for our users. Computer equipment that is ordered outside of Health Information Technology has the potential to increase support costs, adversely affect productivity and may prove incompatible or disruptive with important network services.

Health Information Technology (HIT) has introduced a Technical Architecture Committee (TAC) that will recommend the best technical equipment and components for the Health Affairs environment. The TAC has developed a list of equipment and technical components that it recommended be considered the "standard" equipment for our environment. This list was approved by the HIT Steering Committee.

Scope

All computer, peripheral, and technical components must be purchased through HIT.

PROCEDURE

**Health Affairs Faculty,
Staff and Contract Users**

- User will initiate ordering process by:
- Call the Help Desk (355-6531) or
 - Send an email to PCorders@hc.msu.edu or
 - Submit a service request www.srs.hit.msu

**Health Information
Technology**

HIT will be responsible for ordering, installing, configuring, testing, and supporting the equipment. User will receive a response that their order was placed within 2 business days.

Exceptions

Some projects and/or job responsibilities may require specialized computer equipment. HIT recognizes that there will always be exceptions to any standard equipment list and would like to make the exception process as easy as possible. If there is a need for non-standard equipment, please send correspondence via fax 432-4774 or email PCorders@hc.msu.edu.

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Please clearly and specifically state the need for non-standard equipment and have the request signed (or in case of email, forwarded) by the department head. HIT will review the information and either approve the transaction, request more information, or deny the request. If a request is denied and the department manager would like to appeal the HIT ruling, HIT will bring the matter before the HIT Steering Committee for a final ruling.