Hardware and Software Acquisition Process

The Hardware and Software Acquisition Process is intended to assist departments with the selection, purchase and, if applicable, implementation of technology-related products and services. Consultation with the Office of Information Technology and Purchasing early in the process will help avoid delays later. Many departments have chosen a technology solution only to find that at the time of purchase they had not taken into consideration the technical implications of their solution, or a solution already exists, therefore experiencing significant delays when attempting to remedy the situation.

This process applies to:
- Implementation of a new or upgraded multi-user system
- Solutions requiring an interface to an existing system, such as Banner
- Contracting with a third party service for software
- Implementing an e-commerce solution
- Purchase of servers, network equipment, digital signage, and classroom audio/visual equipment

This process does NOT apply to the following items on standing contract (http://purchasing.ua.edu/standing.asp):
- Desktops and laptops – Apple and Dell
- Computer accessories, peripherals, and supplies
- DVDs, CDs and videotapes
- Software (see http://oit.ua.edu/oit/services/software-licensing/ for site and volume licensing contracts; the specific conditions for each software product are included on this site)
- Printers and toner cartridges
- Backup tapes
- Camcorders, digital cameras, DVD players

The above lists are not all inclusive and are subject to change.

What do I do next?

- Step 1. Review Hardware and Software Acquisition Considerations
- Step 2. If this process applies to your acquisition as noted above, complete and submit Part I of Hardware and Software Acquisition Request
- Step 3. OIT and Purchasing will review Part I and contact you if additional information is necessary.
  - If so, you will be asked to complete Part II. Refer to Hardware and Software Acquisition – Guide to Part II.

Click Here to Review the Process Flowchart