Quick Guide: Purchasing Software and Computers

Purpose

To outline the proper steps and policies for purchasing university-approved technology (hardware or software) in accordance with Kean University procedures.

Step-by-Step Instructions

Computer/Technology Equipment Purchases

1. **Submit a Request for Quote through IT**
    a. Go to the IT Support Portal
    b. Click on "**Request a New Service**" tab.
    c. Under "**Service Categories**," select "**Hardware & Equipment**."
    d. Select "**Quote to Purchase new Equipment or Software**."
    e. The department of Information Technology (IT) will review your request and issue an official quote.
2. **Process the Purchase in ESM**
    a. Use the IT-issued quote to create a requisition in ESM (eProcurement system).
        i. UPBS and IT must both approve computer equipment purchases in ESM.
    b. Once approved, University Procurement & Business Services (UPBS) will finalize the purchase.
        Note: All equipment is delivered to IT regardless of shipment notes

Software Purchases

1. **Submit a Request for Quote through IT**
    a. Click on "**Request a New Service**" tab.
    b. Under "**Service Categories**," select "**Hardware & Equipment**."
    c. Select "**Quote to Purchase new Equipment or Software**."
    d. The department of Information Technology (IT) will review your request and issue an official quote.
        i. **Note:** The requester may be asked to ensure the software complies with University IT and data security standards.
2. **Process the Purchase in ESM**
    a. Use the IT-issued quote to create a requisition in ESM (eProcurement system).
        i. UPBS and IT must both approve software purchases in ESM.
    b. Once approved, University Procurement & Business Services (UPBS) will finalize the purchase.

Contract Review (If Applicable)

c. Any contract provided by a vendor must be reviewed by UPBS.
d. Contracts with clauses such as indemnification, non-NJ jurisdiction, or arbitration will require revision.
e. Legal review may take 14+ days; use University contract templates to expedite.

Policy Highlights

- **Technology Approval Required**: All tech purchases must be approved by IT to ensure compatibility with University systems.
- **Contracts Over $50,000**: Require legal review and an executed agreement.
- **Signature Authority**: Only designated University officers (President, CFO, AVP Procurement) can sign tech-related contracts.
- **No Confirming Orders**: Do not make purchases without approved documentation and purchase order.

Need Help?

- **Procurement Questions**: procurement@kean.edu
- **Technology Standards & Requests**: helpdesk@kean.edu
- **Contract Review Inquiries**: upbscontracts@kean.edu

All purchases must follow University procurement and compliance protocols. Failure to do so may delay processing or result in denial.