

# ADMINISTRATIVE POLICY

Subject: <b>FSM IT Policies</b>	Page <b>1 of 2</b>	Policy # <b>Version: 1.0</b>
Title: <b>Procurement Policy</b>	Revision of: <b>New policy</b>	Effective Date: <b>12/15/18</b>
		Removal Date:

## I. PURPOSE

This policy outlines the requirements and procedures for how to purchase computers and related items through Feinberg School of Medicine (FSM). Any computer item with storage must be purchased through the Feinberg IT Procurement Team. Centralized purchasing ensures that computer items with storage capabilities are purchased in accordance with Feinberg Information Technology (FSM IT) and NU purchasing standards. Safeguards in this policy are intended to reduce the risk of data loss and theft and enable a continuously secure FSM research environment that is compliant with all applicable rules and laws.

## II. PERSONS AFFECTED:

All NU FSM faculty, staff, students, and trainees.

## III. POLICY STATEMENT

Any computer item with storage must be purchased through the Feinberg IT Procurement Team. These items include computers (both desktop and laptop), tablets, external hard drives, and flash drives (thumb drives). This requirement also extends to printers, since they are placed on the NU or FSM network and have embedded storage and processors.

## IV. PROCEDURE STATEMENT

Devices that meet environmental and security standards for FSM can be found on the FSM IT website under [Hardware Purchasing](#). Purchasing options are refreshed on a yearly cycle and technical specifications are noted on the site.

Purchase requests can be submitted through the site or via email to [fsmhelp@northwestern.edu](mailto:fsmhelp@northwestern.edu).

All requests for items that are not found on the website will be evaluated by FSM IT. If the requested item does not meet minimum requirements, the procurement team will make every effort to find a similar device that meets our security standards. A non-standard device may not be purchased without approval from FSM IT.

Devices purchased outside of the procurement process will be evaluated by FSM IT and must be brought into compliance with all applicable FSM policies before use on NU and/or FSM networks. FSM IT reserves the right not to connect a device to the network until the device is deemed compliant. Not all devices can be configured to meet FSM security standards. Reimbursement requests for device purchases made outside of the FSM IT procurement process will not be approved by the FSM Dean's Office.

Devices that will connect directly to the NMHC network should be purchased through NMHC. Please contact [fsmhelp@northwestern.edu](mailto:fsmhelp@northwestern.edu) if you have questions about where/how your device will be used.

## V. POLICY UPDATE SCHEDULE:

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Policy review to occur one year after initial implementation and every three years thereafter.

**VI. REVISION HISTORY:**

12/15/18 – New policy effective.

**VII. RELEVANT REFERENCES:**

Feinberg Information Technology Standards & Policies:

<https://www.feinberg.northwestern.edu/it/policies/index.html>

Feinberg Information Technology Frequently Asked Questions:

<https://www.feinberg.northwestern.edu/it/FAQ/index.html>