Attachment A

Information Technology Commodities and Services

All IT technology commodity and service purchases with costs greater than $100, except for technology consumable supplies (go to http://www.fullerton.edu/itpurchasing/consumables.asp for list of consumable IT items), are restricted from being purchased on a Procurement Card unless approval is granted in writing from the Division of Information Technology. All purchases made in violation of this restriction are considered a prohibited purchase and may require reimbursement by the cardholder.

Items included in this restriction are:

- Desktop, Laptop/notebook computers
- Tablets (i.e. iPads, Microsoft Surface, Kindle Fire, Samsung, etc.)
- iPods
- iPhones, Android phones, and other cellular devices including cellular network cards and their cellular service plans
- Software
- Online IT services such as Survey Monkey, Zoomerang, GoToMyPC, Constant Contact, Log Me In, etc. (Online subscriptions to magazines, journals, and newspapers are not restricted)
- Web Hosting Costs
- Internet Access Costs (Except for one-time access while on travel and Data Service Plans for University owned iPads/tablets)
- Monitors, televisions, and projectors
- Digital cameras, webcams, and video cameras
- Printers/copiers
- Mouse, keyboard, graphics card, computer memory, computer microphone

This list is not all inclusive and the exclusion of any item that may be considered as an IT commodity or service does not mean it is not subject to the above restriction. This restriction is universal to all faculty/staff in all divisions unless a specific exemption is granted by the Procurement Card Program.

Only Contracts and Procurement can sign an agreement and/or contract. If there is a contract/agreement involved with an information technology purchase, please contact the Procurement Card Program for additional approval.

If you have any questions about a specific purchase, please email pcard@fullerton.edu

If you have any questions about the IT purchasing process or to request approval to make an information technology purchase, send an email to DL-itpurchasing@fullerton.edu, or visit www.fullerton.edu/itpurchasing.