

## **MCC IT COMPUTER POLICY & PROCEDURES**

\*Faculty managing their own computer equipment submit the order request through a CS staff member (Julia Blend). Laptops & Workstations should be purchased on the IBUYNU marketplace through CDW-G (Lenovo & Apple) or Dell, whenever possible. A 3 year warranty is highly recommended:

<https://www.mccormick.northwestern.edu/computer-science/resources/procurement.html>

If iBUYNU does not meet your needs, please obtain a quote from the alternative vendor and forward it to Julia Blend for assistance placing the order. Amazon order requests for laptops and complete desktop workstations are discouraged & may not be approved.

Faculty are required to install the NU security installations & configurations listed on the McCormick IT website:

**<https://www.mccormick.northwestern.edu/it-resources/security/endpoint/security-configuration-guides.html>**

\*McCormick IT managed computer equipment will be processed completely through McCormick IT staff.

Please submit the order request to [mccit@northwestern.edu](mailto:mccit@northwestern.edu).

Computers will be delivered to MCC IT instead of the CS mail room, expediting the configuration process. They complete the configuration, security installations, schedule a set up with you, and provide technical support for the lifespan of the equipment.

\*Please note it is against NU policy to purchase computer devices with personal funds for reimbursement. The McCormick Reimbursement Center reserves the right to deny the expense request if the equipment does not meet McCormick IT requirements:

<https://www.mccormick.northwestern.edu/it-resources/purchasing/computer-purchasing-procurement-guidelines.html>

**Purchases using sponsored grant funding:**

Please confirm the equipment and hardware account code 77090 is open & budgeted on your award for expenses prior to requesting a purchase. Please contact Victoria Fontanez to initiate an account code change.

A justification on all sponsored purchases is required for ASRSP approval. Please provide the answer to this question in the comments section of your iBUYNU cart assignment:

*What will the purchase be used for and how does this directly relate to the project? \*Briefly explain the research or experiment(s) it will be used for, how it is required for that activity, and why it is beneficial to the outcome of the project.*

Post Docs & PhD students must return equipment purchased with University funds to their Advisors upon leaving NU. Exiting Faculty can return equipment to the CS Business Administrator, Katie Winters.