

## Purpose

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The purpose of this procedure is to establish procurement practices in compliance with the BSD's System and Service Acquisition and Electronic Media Protection Policies located on the BSD's Information Security Office website at security.bsd.uchicago.edu.

## Scope

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This procedure applies to staff, faculty and students in the <Add Department Name> and is effective July 15, 2017 for all endpoints, storage media (e.g. desktops, laptops, tablets, USB flash drives etc.) or cloud services (e.g. AWS, Azure, Box etc.) purchased with any organizational funds, including but not limited to: ledgers 1-9 (including startup/renewal), federal/non-federal grants, gifts, incentives, or endowments.

## Definitions

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**Endpoint** - Desktop or laptop computer (e.g., Windows, Mac, and Linux/Unix) or tablet (e.g. iPad, Amazon Fire etc.) used to access Organizational Information Resources from any local or remote location.

## Procedure

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1. Purchase orders for endpoints and storage media must be initiated through the University of Chicago's electronic purchase order system, BuySite and configured by <Add IT Support Contact Information>
2. Endpoints and storage media must support full disk or hardware based encryption (Apple devices support encryption by default and Windows devices support encryption if they are equipped with a Trusted Platform Module (TPM) chip). Questions about endpoints and storage media can be answered by <Add IT Support Contact Information>. Equipment that doesn't support encryption must not be purchased or if purchased returned.
3. Purchase requests for Desktops and Laptops must be handled through the following steps:
  - Ship order to: <Add IT Support Contact and Shipping Address>
  - <Include department IT specific procedures>
4. USB flash drives by Apricorn (i.e. Aegis ) or those approved by the UCM Information Security Office can be shipped directly to the end-user for use. Unencrypted USB Drives are insecure and may not be purchased.
5. Purchase orders for technology must use one of the following subaccounts to designate the type of technology being purchased:

• 5580 for Desktops	• 5584 for Storage (e.g. Hard drives for laptops, desktops)
• 5581 for Laptops	• 5585 for Cloud Services (e.g. AWS, Azure, Box etc.)
• 5582 for Tablets	
• 5583 for USB flash drives	
6. Purchase orders for endpoints and storage media outside of this process are prohibited and reimbursements will be declined unless approved in writing by the Vice Dean for Administration and Finance and the Chief Information Security Officer.
7. The <Add Department Name> staff will monitor purchases orders to ensure compliance. Noncompliance with procedure will be reported to the department head and may result in disciplinary action including but not limited to revoking access to BuySite.