THE UNIVERSITY OF
CHICAGO
BIOLOGICAL
SCIENCES

DEPARTMENT OF ORGANISMAL BIOLOGY & ANATOMY
DEVICE PROCUREMENT POLICY

Effective July 1, 2017

Purpose

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

This procedure applies to staff, faculty and students in the Department of Organismal Biology & Anatomy 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

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

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 IT support staff Michael Guerra (773-702-9011, guerra@uchicago.edu, 1101 E. 57th St., Room Z 003) and Garnett Kirk (773-702-5135, garnettk@uchicago.edu, 1101 E. 57th St., Room Z 003).

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 Michael Guerra (773-702-9011, guerra@uchicago.edu, 1101 E. 57th St., Room Z 003) or Garnett Kirk (773-702-5135, garnettk@uchicago.edu, 1101 E. 57th St., Room Z 003). 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:

    *   Faculty, postdocs, graduate students, and staff contact IT personnel to explain what they want so that the IT personnel can then order the item(s). IT staff then provides quotes. After getting approval, the IT staff places the order.

    *   Ship order to: Michael Guerra or Garnett Kirk, 900 E. 57th St., Zoology 003, Chicago, IL 60637

    *   Once the computer equipment arrives and is delivered to the IT personnel, they log the equipment into the department's computer inventory system. The IT staff then encrypt each device and install required security software, including Big Fix.

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
- 5581 for Laptops
- 5582 for Tablets
- 5583 for USB flash drives
- 5584 for Storage (e.g. Hard drives for laptops, desktops)
- 5585 for Cloud Services (e.g. AWS, Azure, Box etc.)

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 Department of Organismal Biology & Anatomy staff will monitor purchases orders to ensure compliance.