

IT Approval List for Purchases

Hardware Requiring IT Pre-Approval:

- Internal hardware for a computer
- Computers/CPUs (including Mac Mini's)
- iPads, Tablets
- Laptops
- Printers (networked printers- not local desktop)
- Scanners

Software Requiring IT Pre-Approval:

- All Apps
- All Software purchases
- All Software subscriptions and licenses

Purchases That DO NOT Require ITS Pre-Approval:

- Cables
- External disk drives
- External hard drives & storage devices
- Flash drives
- Keyboards & mice
- Monitors
- Printers - desktop only (all others require preapproval)
- Projectors
- Small peripherals & accessories like
- Speakers
- Webcams