

# VCR Computing Equipment & Software Purchase Policy

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To help insure that administrative computing equipment is properly maintained, meets [UCSD's minimum network security standards](#), complies with [software license agreements](#) and is managed in accordance with applicable [equipment policies](#), all VCR units supported by RAIT must make computer equipment and software purchases through Research Affairs IT ([RAITSupport@ucsd.edu](mailto:RAITSupport@ucsd.edu)).

Equipment covered by this policy includes tablet computers, smart phones, desktop computers, monitors, scanners, laptops, servers, and printers. Toner, printer paper, batteries, mice, keyboards, blank disks and other consumables may be purchased directly by the unit.

Units supported by Research Affairs IT include:

- [Office of Research Affairs](#)
- [Office of Contract & Grant Administration](#)
- [Technology Transfer Office](#)
- [Institutional Animal Care and Use Committee Office](#)
- [Conflict of Interest Office](#)
- [Natural Reserve System](#)

Organized Research Units and Multi-campus Research Units that receive administrative IT support from Research Affairs IT may purchase software licenses and computing equipment at the discretion of the chief administrative officer (MSO), but they are strongly encouraged to consult with, or order through RAIT, if RAIT will be expected to provide technical or end user support for the devices or users.