

# HACKETTSTOWN REGIONAL MEDICAL CENTER

## Administrative Policy & Procedure Computer Hardware & Software Purchasing

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**Effective Date:** March 2000

**Cross Referenced:**

**Reviewed Date:**

**Revised Date:** 10/12

**Policy No:** IS02

**Origin:** Information Systems

**Authority:** Chief Operating Officer

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### **PURPOSE:**

Maintain control of all hardware and software purchased, providing standards, technology changes, and user requirements.

### **POLICY:**

Requests for computer hardware and software are to be reviewed by the IT Steering Committee prior to processing an order. The IT Steering Committee will assess the request and approve or deny.

### **PROCEDURE:**

1. If the IT Steering Committee approves the request, The Department Manager will submit the Capital Equipment Planning Form (with any supporting documentation) to the IT Department.
2. IT will evaluate the requirements pertaining to the request.
3. Upon completion of the evaluation, IT will document the recommended purchases and forward the request to AHC Corporate for approval.
4. After approval PHNS will generate An ASR and AHC will generate a Purchase Order.
5. If the hardware is an addition to an existing network, IT will coordinate all cabling and network configuration. If this is a new user, the System Security procedure must be followed prior to the new user having network or system access.
6. The IT Department will supply Fixed Asset inventory stickers for (Anthelio and HRMC) all new hardware upon receipt, and affix the stickers to the hardware during the installation.