

Examples of IT Procurement Requests (submit to OIT https://somit.ucr.edu)	Examples of non-IT Procurement Requests (submit to Business Operations bo@medsch.ucr.edu)
Does NOT Require Security Intake Form	Does NOT Require Security Intake Form
Desktops/Laptops (pre-approved) (including mice, keyboards, additional monitors)	Desktop/Laptop Accessories (e.g., laptop bags, mousepads, keyboard trays)
Printers (pre-approved/CBE leases)	Printer Accessories (e.g., paper, labels, toner)
Smart Devices (e.g., tablets, phones) (pre-approved)	Smart Devices Accessories (e.g., charging cords, protective cases)
External Hard Drives, Flash Drives (encrypted) (pre-approved)	Equipment with no IT components (e.g., purely analog)
	Classroom Accessories (e.g., laser pointer, clicker)
	Test materials (tangible items)
	Personal Subscriptions w/no IT component (e.g., journals, organizational memberships,
	UC-Provided Courses with IT component – Hardware and Software (e.g., classes, seminars)
REQUIRES Security Intake Form	REQUIRES Security Intake Form
Desktops/Laptops (not pre-approved)	Services or contractors that may access University data or equipment/systems*
Printers (not pre-approved)	
Smart Devices (not pre-approved)	
External hard drives, flash drives (not pre-approved)	
Clinical, Research and Education equipment with IT components (e.g., data microscopes, ultrasounds)	
“Internet-of-Things” (IoT) devices (e.g., smart home, wearables, surveillance/monitoring systems)	
Software-as-a-Service (SaaS) (e.g., online subscriptions, online testing environments, email marketing, etc.)	
Network Equipment & A/V Equipment	
Software	
UC-Provided Courses with IT component – Hardware and Software (e.g., classes, seminars)	

*May start in HR for Independent Contractors