

1. Purpose of This Document

This document defines the rules for purchasing and inventorying of IT related goods applicable at the D-INFK.

2. Order Processing by ISG

The IT Service Group (ISG) offers to manage the purchase process of IT equipment for all organizational units of the D-INFK. ISG ensures that purchases are processed compliant with the relevant D-INFK, ETH and government regulations. Additionally ISG offers consulting (best price, availability, consistency, etc.) prior to ordering.

Orders **can only** be placed by professors, their administrative assistants or IT coordinators.

2.1. Orders for CHF 1000 or Less

Orders with a total value of CHF 1000 or less (*including sales tax*) can be handled by research groups directly. In this case the rules for inventorying (see section 3) still apply and the buyer **must** contact ISG for items that need inventorying.

2.2. Orders over CHF 1000

Orders with a total value exceeding CHF 1000 (*including sales tax*) **must** be handled by ISG.

3. Inventory

All IT equipment with an purchase value (*including sales tax*) higher than CHF 1000, as well as all devices falling in any of the categories listed below, must be inventoried by ISG:

- Servers
- Desktop computers
- Laptops