CAS Guidelines for Processing Approved COVID-19 Related Instructional Technology Orders

General Guidelines:
- Departments must attempt to purchase approved items or similar alternative items through OSU contract vendors/OKCorral registered vendors. “When established purchasing contracts exist, purchases must be made from these contracts.” This is Board of Regents for OAMC Policy: Uniform and Integrated Purchasing and Contracting, Sec 2.07, (8)C.ii.
- Code the order COVID-19 found under “Bid Code” in General Section of requisition.
- Use Account # [acct #-included in approval email] for approved items only
- OSU Purchasing added Newegg to the contract list as Punchout Store in April with all the protections and approved terms and conditions Purchasing requires. Newegg, like Amazon, is an independent store aggregator and many times the type of items needed can be purchased there, especially in the technology market.
- Amazon is not a recommended vendor and pcard purchases should be the last considered option.
- If a pcard purchase is absolutely necessary, a copy of the receipt/invoice should be labeled with COVID-19 STF/[Ordering Department] and should be sent to Michele DeRaps (michele.deraps@okstate.edu) immediately upon order.

Apple Devices
- Apple product quotes can be created by Norma (norma.earp@okstate.edu) or Cheryl Price (cheryl.price@okstate.edu).
- OrangeTech @ SU Bookstore is the only OSU approved vendor for Apple products. The SU Bookstore is currently closed until July 7th and all Apple orders should be processed with a quote from CASTS through OKCorral. OrangeTech is fulfilling orders placed in this manner.

Computers
- All computer, including Apple, orders should be placed through OKCorral and shipped to ATTN: [Assignee’s name & DEPT], 001 LSE. On notice of pending delivery to campus the assignee will be contacted to arrange for setup and pickup/delivery.

Software
- Zoom licenses are assigned through Gary (gary.jones@okstate.edu)
  o Send names of license assignees to Gary with email addresses
  o Zoom can be installed on a teaching station but the instructor will need to use their Zoom credentials to host the teleconference.
- Camtasia licenses are assigned through Norma (norma.earp@okstate.edu).
  o Send names of license assignees to Norma with email addresses
  o Camtasia can be installed on a teaching station computer in a classroom/lab for recording by multiple people.
- Other software titles – contact Norma (norma.earp@okstate.edu) or Cheryl (cheryl.price@okstate.edu) to discuss software licensing in computer classroom/labs.