

IT Peripherals Procurement Guidance Last updated: 11/01/21 v1.2

As of January 2021, all IT peripherals can be procured directly by schools and departments via the Universities Finance system, Oracle, without the need to submit a Purchasing Request via the IT Service Desk.

What are IT Peripherals?

An IT peripheral in this context is defined as a **keyboard, mouse, webcam, headset, USB Hub** or **portable conference speaker**. These can be connected to devices via **USB** or **Bluetooth**.

Such items are typically considered “**Plug & Play**” and do not require consultation with IT Service for their procurement or setup, providing the guidance in this document is followed.

This document will be updated as specifics change over time and so should be reviewed for any changes when purchasing IT peripherals.

What suppliers can I procure IT peripherals from?

IT Peripherals can currently be purchased from the following suppliers via **Oracle**:

- Primo IT
- XMA
- Insight
- Banner (backup)

Are there parameters I should bear in mind when procuring certain types of IT peripheral?

Yes, please refer to the following table.

| Item | Maximum Guide Cost | Notes |
|-----------------------------|------------------------------------|--|
| Mouse | £15 - USB wired £50 - Bluetooth | Price point changes depending on connection type. Can also be procured in ergonomic configurations for RSI prevention, left-handed use etc |
| Keyboard | £60 - USB wired £80 - Bluetooth | Price point changes depending on connection type and manufacturer. Can also be procured in ergonomic configurations for RSI prevention, large or high contrast keys for poor eyesight, left-handed use etc |
| Headset | £35 - USB wired £50 - Bluetooth | Ensure microphone is included. Price point changes depending on connection type. Keep battery life/item longevity in mind for Bluetooth headsets. |
| Webcam | £50 - USB wired | For acceptable video quality the resolution of such devices should ideally be Full HD 1080p or greater. Please do not purchase if user has laptop webcam. |
| Portable Speaker/Mic | £60 – USB wired £85 - Bluetooth | Should be from manufacturer Jabra only. Price point changes depending on connection type. |
| USB Hub | £30 – USB Wired | Check that connection types suit the device intended for use. Avoid devices with physical switches to change inputs. |

Additional points to note:

- If you procure an item for more than the maximum amounts above, this will be rejected. An Authorised Purchaser will need to request to procure items over this value via the IT Service Desk.
- Certain consortium supplier sites have a tendency to list the most expensive items at the top of the page whereas comparable items can often be found slightly lower in search results at a lower cost. Check configurations match the desired item carefully as occasionally items displayed do not match user searches in significant ways.
- Wired USB connected devices are typically more robust and present less problems connecting over wireless Bluetooth devices. When ordering wired devices please double check the port connection type. If you are unsure, please contact the IT Service Desk.
- Check item stock levels carefully. In the current climate stock levels fluctuate widely and can incur significant delays. Sometimes simply changing to a similar model you may be able to avoid this.