## IT Peripherals Procurement Guidance Last updated: 02/11/23 v3.0

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**, **laptop bags**, **laptop stands**, **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**:

Insight | XMA | Primo IT | Banner | Academia

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

Yes, please refer to the following table.

| Item | Approx. Guide Cost | Notes |
|---|---|---|
| **External Mouse and/or Keyboard** | N/A | External keyboards and mice can be requested from the IT Service. However, any non-standard or specialist ergonomic equipment of this type should be requested via the HR Health & Safety Officer instead. |
| **Headset** | £40 - USB wired £90 - Bluetooth | Ensure microphone is included. Price point changes depending on connection type. Keep battery life/item longevity in mind for Bluetooth headsets. Consideration should be made for noise cancelling features if required. |
| **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. The IT Service also has a limited reserve of webcams left over from lockdown which can be provided free of charge whilst stocks last. |
| **Portable Speaker/Mic** | £60 - USB wired £85 - Bluetooth | Should be from manufacturer **Jabra** only. Price point changes depending on connection type. |
| **PC/Laptop Speakers** | £10 - 30 | Ensure appropriate USB type compatibility with the device it is intended to connect to. Example from Insight here. |
| **USB Hubs/Adaptors** | £30 - USB Wired | Check that connection types suit the device intended for use. Avoid devices with physical switches to change inputs. Note that Apple devices often require specific connection types over standard USB. |
| **Replacement Laptop Bag/Backpack** | £15 - Bag £25 - Backpack | Check that laptop will fit. Current model is 15". Consider waterproofing/security appropriate to commuting circumstances. |
| **Laptop Stands** | £25 | Check can support size and weight of intended device. Different types can be ordered to suit different ergonomic needs. |

**Additional points to note:**

- Certain consortium supplier sites tend 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.