IT Peripherals Procurement Guidance Last updated: 02/05/24 v4.0

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 directly 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.

- When transporting a University laptop, please keep the laptop, bag, and power supply together wherever possible. Replacement laptop bags, power supplies, external keyboards and mice can be ordered via the IT Service but may incur a charge if lost or damaged
- It is important to note that regardless of whether an item is an IT peripheral or not, IF said item has a network connection, either wired/wireless, the IT Service must be consulted with before it is procured by the University. Common examples of unauthorised purchases include 3D printers, Airport Hubs, network mini-switches. Should items be procured without consultation they may be excluded/disconnected from the the network and may need to be returned. As part of the consultation the IT Service will also conduct a cybersecurity assessment of the item and its software (if applicable).