

IT Hardware & Software Procurement Guidance Last updated: 17/06/26 v8.1

IT peripherals can be procured directly by schools and departments via the University's 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 bag, laptop power supply, laptop stand, 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 Digital Services 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 | Bechtle | CDW LTD | Lyreco | Misco | Softcat | Sync

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

Yes, please refer to the following table.

Item	Approx. Cost	Guide	Notes
External Mouse and/or Keyboard*	N/A		External keyboards and mice can be requested directly from the Digital Services at no cost. 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. Wired Headsets are offered to new staff to the University. These should be returned to Digital Services when a staff member leaves.
Webcam	£50 - USB wired		For acceptable video quality the resolution of such devices should ideally be Full HD 1080p or greater. Ideally please do not purchase if user has laptop webcam unless required. <u>Digital Services also has a limited reserve of webcams left over from lockdown which can be provided free of charge whilst stocks last.</u>
Portable Conference Speaker/Mic	£60 - USB wired £85 - Bluetooth		Should be from manufacturer Jabra only. Price point changes depending on connection type.
Roaming Lecture Capture Microphone	Approximately £220 + VAT		A specific item must be procured when needing a roaming microphone for teaching spaces that is compatible with Panopto for lecture capture. This is commonly requested when teaching staff wish to move around a teaching space when using lecture capture rather than using the static mic on the lectern itself. This item is a Rode Wireless Go II Dual Channel Wireless Microphone (Product code: RODEWIGOII). This can be purchased directly from supplier GV Multimedia or Insight .
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		Ensure these can support size and weight of intended device. Different types can be ordered to suit different ergonomic needs.
Approved Laptop Power Supplies	Approx £60		Departments and schools will need to contact Digital Services to request a quote for the correct type of replacement power supply for their device (e.g. for when lost or

stolen).

For damaged power supplies please also contact the IT Service Desk and we will replace these free of charge.

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 Desk 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, Digital Services 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 network and may need to be returned. As part of the consultation Digital Services will also conduct a cybersecurity assessment of the item and its software (if applicable).