

Subject: Departmental Purchase of Small Technology-Related Peripherals and Supplies

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From: IT Communications

As you know and have undoubtedly experienced, these unprecedented times have required all of us to be flexible and creative as we provide support and service. Since moving to a remote working environment, IT Resource Management has consistently received a large number of hardware requests for technology, ranging from laptops to small peripherals such as earbuds, microphones, and protective covers for mobile devices.

It has been determined that the purchase of small technology-related peripherals should be made by individual College departments, using their supply accounts. This decision helps support productivity during this structured remote teaching and working environment.

The following guidelines temporarily modify or suspend respective purchasing procedures. Individual departments should purchase the following technology-related items using departmental P-Cards only. Please be advised that this list may change as we continue to manage in a remote teaching and working environment.

- Mice (wired or wireless)
- Keyboards, attachable/detachable, for all mobile devices (any size, wired or wireless)
- Headphones, earbuds, and microphones (wired or wireless)
- Webcams
- Protective covers, cases, and carrying cases for all mobile devices
- Pens/Pencils/Stylus for iPads/Tablets
- Wireless USB adapters, USB hubs
- 15' computer cables

The items on this list are supply items found on the College's office supply contractor's website, [Rudolph Office Supply](#). If any of these items are not available from Rudolph's, they can be purchased from Amazon, on an open market basis, via the College's [Amazon Business](#) account website. Purchasing from these two vendors will guarantee that taxes will not be added to purchases. This is extremely important since the College is tax exempt and does NOT pay taxes. The College will not reimburse employees for sales taxes charged at the time of purchase.

If you have any questions, please contact the IT Service Desk:

- by email at itservicedesk@montgomerycollege.edu
- by web chat on [OIT's web page](#)
- by phone at 240-567-7222

Please do not reply to this email, as this mailbox is not monitored. Thank you.

IT Communications

Office of Information Technology