Department Administrators have two options when purchasing new hardware/software for Physicians using CME/PEF funding:

1. Procurement through UKHS – Recommended Option

- Equipment is ordered through a department administrator on behalf of the physician (using the department administrator's Hospital cost center, not UKP's cost center)
- Department administrator must contact the UKP accountant for reimbursement. Physicians are responsible for sales tax if PEF-funded.
- Use MyIT self-service to make a purchase request
  - [MyIT Hardware Request](#)
  - [MyIT Software Request](#)
- HITS is responsible for procuring, deploying, and managing the equipment (including the operating system, patches, security, software installations, and hardware support)
- *Please see next page for standard configurations*

2. Procurement outside UKHS (Physician Purchased)

- UKHS will support Citrix access to health system resources
- Limited access to local hospital resources (No local access to resources or VPN)
- Support for software installations is limited due to licensing and compliance restrictions
  - Exceptions: Citrix, Microsoft 365, Teams, Zoom
- HITS recommends an extended warranty of at least three years as well as accidental damage/loss/theft coverage via manufacturer or physician's personal insurance company
- *Please see next page for hardware recommendations*

The following guidelines apply to all purchases:
(consult UKP Professional Expense Reimbursement Policy for further detail)

- Devices are allowed based upon departmental policy, but must be for physician use in work-related activities
- Items cannot exceed $2,500 in value without department chair approval
- Physicians should reference their contract as well as UKP policies regarding reimbursement and frequency limitations for purchases
- Items may be taxable to the employee depending on applicable IRS regulations and on-going ownership of the device, please reference UKP policy for details
- Department chairs may approve additional devices for an employee when the device is used in providing clinical care
- Computer accessories, software, monthly charges, warranties, and reasonable repairs are allowed
- University software licenses cannot be included on UKHS hardware

1. UKHS Hardware options (PC/Mac) with UKHS software

HP EliteBook 840 G8 laptop
- Intel i5-1145G7 quad-core CPU
- 8 GB memory
- 256 GB SSD
- 14" 1920x1080 screen
- Intel Wi-Fi 6 (802.11ax) wireless
- 3-yr warranty

HP Elite Dragonfly G2 convertible laptop
- Intel i5-1145G7 quad-core CPU
- 16 GB memory
- 512 GB SSD
- 13.3" 1920x1080 touchscreen
- Intel Wi-Fi 6 (802.11ax) wireless
- 3-yr warranty

Apple
- Any current Mac with an Apple M1or Intel CPU
- macOS Big Sur or newer
- 16 GB memory
- 512 GB SSD
- AppleCare+ extended warranty/damage protection is recommended

Tablets
- Apple iPad, Air, mini, or Pro models
- iOS 14 or newer
- AppleCare+ extended warranty/damage protection is recommended

2. Physician Purchased recommended minimum hardware configuration

Windows
- Enterprise-grade systems
- Intel 11th gen i5 quad-core CPU or AMD Ryzen 5000 series quad-core CPU
- 16 GB memory
- 512 GB NVMe/PCIe SSD
- 13.3" or greater, 1920x1080 IPS display
- Intel Wi-Fi 6 (802.11ax) wireless with Bluetooth 5.1
- Webcam & microphone
- Windows 10 Professional (64-bit)
    - (Windows 11 is not currently recommended)
- 3-yr warranty & damage protection recommended

For desktops, a 24" 1920x1080 IPS display (or greater) is required for Citrix/O2 and Logitech webcams are recommended if your desktop does not include one

Apple
- Any current Mac with an Apple M1 or Intel CPU
- macOS Big Sur or newer
- 16 GB memory
- 512 GB SSD
- AppleCare+ extended warranty/damage protection is recommended

For Mac desktops, a 24" 1920x1080 IPS display (or greater) is required for Citrix/O2 and Logitech webcams are recommended if your Mac does not include one

Tablets
- Apple iPad, Air, mini, or Pro
- iOS 14 or newer
- AppleCare+ extended warranty/damage protection is recommended