

The IT Procurement Guide

A clear framework for buying workplace IT, from specifying devices to lifecycle, support and total cost of ownership.

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Buying IT for a growing business is a balancing act between cost, capability and the time it takes to manage. Buy too cheap and you pay in downtime and early replacement; over-spec and you tie up budget. This guide gives you a straightforward framework for procuring workplace IT that lasts and supports how your team really works.

Start from the role, not the device

The right laptop for a field-based salesperson is not the right machine for a designer or a finance analyst. Group your people by how they work, then specify a small number of standard builds. Standardising makes procurement, support and replacement far simpler and cheaper.

User type	Typical priority
Office / admin	Reliable, lightweight, good battery, modest spec
Field / hybrid	Portability, battery life, mobile connectivity, durability
Creative / technical	CPU/GPU power, RAM, high-quality display
Reception / shared	Simplicity, security, easy to manage

Specify for a 3-4 year life

Buying the minimum spec to save money today usually shortens the device's useful life and costs more overall. Aim for hardware that will still be comfortable in three to four years, particularly RAM and storage, which are the most common reasons a machine feels slow.

Standardise on a couple of builds, keep a small buffer of spares, and you'll cut both cost and support headaches.

The cheap-laptop trap

A device that's under-specced on RAM or storage often needs replacing a year early and generates more support tickets in the meantime. The 'saving' is usually a false economy.

Think total cost of ownership (TCO)

The purchase price is only part of the cost. TCO includes setup and deployment, software licensing, support and repairs, security, and eventual disposal. A slightly more expensive device that's reliable and well-supported almost always wins on TCO.

- Hardware and warranty
- Operating system and software licences
- Deployment, imaging and onboarding time
- Ongoing support and repairs
- Security tooling and management
- End-of-life data wipe and recycling

Plan procurement around lifecycle

The smartest IT buyers don't procure in a panic when something breaks, they run a rolling replacement programme so devices are refreshed before they fail. Knowing the age and warranty status of every device lets you budget predictably and avoid emergency purchases at premium prices.

Buy, lease, or Device-as-a-Service

Outright purchase suits stable, cash-rich businesses. Leasing spreads cost and keeps hardware current. Device-as-a-Service (DaaS) bundles hardware, deployment, support and refresh into one per-device monthly cost, increasingly popular for growing teams that want predictable budgeting and less admin.

Your IT procurement checklist

- ✓ Users grouped by role and standard builds defined
- ✓ Spec'd for a 3-4 year life (RAM and storage especially)
- ✓ Total cost of ownership compared, not just price
- ✓ Warranty and support model confirmed
- ✓ Security and management tooling included
- ✓ Acquisition route (buy/lease/DaaS) chosen
- ✓ End-of-life data wipe and recycling arranged

Ready to take the next step?

future® Office handles workplace IT procurement, deployment and lifecycle management UK-wide, including leasing and Device-as-a-Service. Take our IT Readiness Evaluation to see how your current setup measures up.

Visit futureofficeit.co.uk or talk to our team today.