TECHNOLOGY PURCHASING POLICY

Scope:

This policy applies to all employees.

Policy:

The Information Management Team (IMT) will coordinate technology purchases with the Procurement Department, and oversee the distribution and reallocation of technology such as, but not limited to: servers, personal computers, laptops, tablets, smartphones, printers, monitors, external storage devices, and software. All such hardware, software, and equipment will become part of the college inventory (regardless of funding source) and will be distributed to users according to the college Technology Plan. Computer hardware and software must be purchased in accordance with this policy.

Exceptions: This policy does not apply to smaller peripheral devices pre-approved on Procurement vendor lists such as Staples Advantage.

Procedures:

1. The Information Management Team (IMT) will identify, analyze, and assess the technology hardware, software, and electronic communication needs of all college campuses. This will facilitate a continual mechanism that will support technology procurement and hardware refresh timelines, budget preparation activities, computer hardware and software allocations, technology training, and maintaining an accurate computer hardware and software inventory.

2. Cost Center Managers will, as part of the college's budget development cycle, provide new technology hardware and software needs (including technology for proposed new positions) to the Division of Financial Services (DFS) through the Budget Enhancement Request (BER) process. All Technology BER's will be evaluated by the College Technology Committee (CTC), which will evaluate the requests based upon a project ranking and the potential impact on IMT resources. The College Technology Committee (CTC) ranking, and recommendations will be forwarded to the President's Cabinet for approval. The Division of Financial Services (DFS) will notify the department and the Information Management Team (IMT) of approved BER's for the upcoming fiscal year.

3. The Information Management Team (IMT) will prepare a recommended Hardware Recurring Maintenance Plan based on a 5-year cycle and prepare a budget request for the Division of Financial Services (DFS) and the President's Cabinet during the budget development cycle. The Division of Financial Services (DFS) will notify the Information Management Team (IMT) of approved funds for the upcoming fiscal year.

4. The Information Management Team (IMT), upon notification of budget approval by the Division of Financial Services (DFS), will coordinate with the Procurement Department, the purchase of equipment in compliance with the college procurement policies and

procedures. Equipment will become part of the college's inventory and will be assigned to users according to the Technology Hardware Recurring Maintenance plan.

5. All software must be purchased through the College's Procurement Department in accordance with college procurement policies. Software acquisition is restricted to ensure that the college has a complete inventory of all purchased software and can register, support, and upgrade such software accordingly. Software may not be purchased through petty cash, direct pay, P-card or employee reimbursement without approval from the Procurement Department.

6. Throughout the year, new technology needs may arise that could not be anticipated during the budget development cycle. Cost Center Managers should complete the Technology Quote Request for such requests. The Information Management Team (IMT) leadership will review and approve technology quote requests. New Software purchasing requests will need to go through the Project Charter Form process, led by the Program and Project Management department, and also be reviewed by ADA and IT Security. If approved, the software purchasing request will be forwarded to the College Technology Committee (CTC) for review and prioritization on the CSM Project Portfolio. The requesting department will be notified to begin the procurement process once all review and approvals have been finalized.

For more information contact: IMT CIO ext.7880

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