

Technology Support Services Equipment Purchasing Policy & Procedure

Standards-based equipment is selected based on functionality, availability, price and flexibility in use with other pre-existing equipment. The Information Services and Instructional Technology Committee (a shared-governance committee) can also make recommendations. Standards are finalized by Information Services and Media Services (Technology Support Services).

All technology requests must be coordinated with and approved by Technology Support Services. This includes requests paid for by non-GUI sources (grants, foundation, other external sources, etc.).

The procedure to purchase equipment or software:

1. Contact Media Services or Information Services with purchasing request (software or equipment).
2. Vendor quotes will be provided reflecting standards-based supportable software and/or equipment.
3. Decisions can be made by the requesting department to proceed or stop the process.
4. If the decision is made to proceed, the requesting department will add "Approved by Media Services or Information Services" in document text. PO's without this will not proceed.

If the process is not followed:

1. A purchasing hold will be placed by Business Services to allow for a compliance check with IS/MS.
2. If the equipment is non-standards compliant, recommendations will be made to the purchaser and the purchase order will remain on hold.
3. If the purchaser proceeds with **standards-based** equipment, the hold is cleared and the process can complete and the equipment will be supported
4. Non-standards based purchases will not move forward without written approval from the appropriate IS/MS personnel (IT Manager).

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