

Section 8	Business Office Policy	09/01/08	-Effective
		7/8/09	-Revised
Policy 8.1 – 8.8	Purchasing of Technology Equipment and Software	Business Office	-Author

8. PURCHASING OF TECHNOLOGY EQUIPMENT AND SOFTWARE

8.1. Introduction

This policy pertains to the use of any technology related equipment and software for Amarillo College.

8.2. Purpose

The purpose of this policy is to centralize and prioritize all requests and purchases of technology related equipment and software through a recognized and transparent process to assure consistency of product, equitable resource allocation, and reliable technical support for technology based systems.

8.3. Audience

All AC employees with budget authority.

8.4. Definitions

8.4.1.1. **Technology Related Expenditures:** Includes all technology systems, audio-video systems, computer systems, software, network printers, projectors, and/or peripherals that attach to the computer system (secondary monitors, scanners, plotters, etc.) and/or the AC network (antenna, routers, switches, etc.) that cost \$100.00 or more.

8.4.1.2. **Technology Systems:** include a total unit comprised of components necessary to perform an operation. Example: Clickers.

8.4.1.3. **Computer System:** Includes the CPU, monitor, keyboard, mouse and all cabling.

8.4.1.4. **Audio-Video System:** Includes all projectors, remote controls, document cameras, motion-video capture devices, controllers, DVD players, televisions, or systems that aggregate signals for a variety of sources.

8.4.1.5. **Technology Replacement Task Force:** Committee co-chaired by the Dean of Finance and Administrative Services and the Dean of Information Technology Services/CIO and comprised of appointees from key administrative and academic areas.

8.5. Policy Statements

- 8.5.1. Effective 9/1/2008, all technology related expenditures including audio-video system purchases, regardless of funding source (including Grant and Bond purchases) will be processed through and by the Equipment Replacement Task Force.
- 8.5.2. Specifications as developed by ITS will be adhered to for such purchases.
- 8.5.3. Prior to technology related purchases, departments and appropriate ITS personnel will confer to establish the appropriate technology related expenditures that best meet departmental needs.
- 8.5.4. The Technology Replacement Task Force is responsible for determining (upon consultation with affected departments) and communicating the replacement plans and schedule for all technology related expenditures.
- 8.5.5. Prior to purchase of equipment, Departments scheduled for replacements will be consulted as to the exact number and configuration of units needed.
- 8.5.6. The Technology Replacement Task Force will be responsible for approval, purchase and scheduling of technology replacements. In certain instances individual departments will issue requisitions, with IT approval of requisitions, for technology related expenditures.
- 8.5.7. Emergency replacements (failed systems) will be handled on a case-by-case basis through the Equipment Replacement Task Force.
- 8.5.8. Either chairperson of the Technology Replacement Task Force is authorized to approve purchases for emergency replacements or new systems considered high priority to fulfill an immediate need.
- 8.5.9. Requests for new computers for new positions (positions approved in the fiscal year budget or new positions approved by the President) will be handled through the Equipment Replacement Task Force.
- 8.5.10. Employees will follow the established Procurement Card Policy with regard to technology related purchases. (Procurement Card Policy follows)
 - a) Technology Related Purchases
To assure AC follows appropriate accounting and auditing procedures, the dollar amount that is acceptable for purchasing technology related items (software and hardware) has been changed to **\$100.00** from \$500.00.
 - b) Software
 1. No software will be purchased unless a Purchase Order is issued with prior ITS approval.

2. If a credit card is needed; Purchasing or ITS will use their card.
(Important change due to enhanced documentation of software for licensure compliance)
3. For Software specifications, please contact Linda Hendrick. (ITS will provide quotes to Purchasing for Purchase Orders)

c) Hardware

1. Acceptable purchases for Computer Hardware:
Thumb drives, USB hubs, cables, mice, keyboard, if each item is less than \$100.00
2. Unacceptable purchases for Computer Hardware:
Routers, PC's, laptops, projectors, printers, scanners, monitors and any wireless networking equipment
3. For Hardware specifications, please contact Jeff Gibson

8.6. Standard Operating Procedures (SOP)

8.6.1. Under the direction of the TRTF, ITS will automatically replace technology related equipment in accordance with the Technology Replacement Plan.

8.6.2. To address technology related needs for individual departments that are not replacements (highly specialized, curriculum-specific, non-standard or new systems and items), whether purchased with TRTF funds, department or Grant funds that fall into the definition of Technology Related Expenditures (8.4.1.1) above, use the procedures below.

8.6.2.1. Employees with budget authority will meet with department supervisors and appropriate ITS personnel to discuss and determine technology systems needed for purchase and confirm the availability of funds with the appropriate budget office or funding source authority.

8.6.2.2. Complete the Hardware/Software Request form located in the Policies section of the AC website, print, have supervisor sign the document and fax or email to the Dean of ITS/CIO, who will present the request to the TRTF for consideration.

8.6.2.3. ITS will notify the requestor of the TRTF response within three weeks, unless an emergency requires a faster response.

8.6.3. Requisitions will be established by ITS personnel for all Technology related items.

8.6.3.1. If items are paid for using department funds, the requisition will be sent to the department for approvals, which includes approval from the three ITS directors, the Dean of ITS/CIO and the Dean of F & A.S.

8.6.3.2. If items are paid for using TRTF funds, ITS will process the requisition with approval from the three ITS Directors, the Dean of ITS/CIO and the Dean of F & A.S.

8.6.4. Delivery of all items will follow established ITS, purchasing, and Business Office policies.

8.7. Disciplinary Actions

8.7.1. Requisitions that do not include proof of approval will not be processed by the purchasing office.

8.7.2. Violations can result in a formal reprimand written by the employees supervisor, the Dean of Finance and Administrative Services, or the Dean of ITS/CIO for inclusion in the employees personnel file.

8.7.3. Possible loss of budget authority.

8.8. Supporting Information

8.8.1. This policy is supported by the ITS Institutional Policy and appears in the ITS policy manual in section 8.

8.8.2. This policy is part of the Business Office Institutional Purchasing Policies.