8. PURCHASING TECHNOLOGY

8.1. Introduction
This policy pertains to the use of any technology related equipment for Amarillo College.

8.2. Purpose
The purpose of this policy is to centralize and prioritize all requests and purchases of technology related equipment 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 computers, 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.).
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 expenditure(s) 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 $99.00 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 Rose Dukes. (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 $99.00

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. Prior to drafting a purchase requisition, employees with budget authority will meet with department supervisors and appropriate ITS personnel to discuss and determine technology systems needed for purchase (emergency, replacement or new).

8.6.2. Prior to drafting a grant or alternative funding proposal, employees drafting such grant or alternate funding proposals will meet with appropriate ITS personnel to discuss and determine technology systems considered for inclusion in the proposal.

8.6.3. Prior to processing requisitions for computer hardware or software, a one page memo must be submitted to the TRTF (via any member) for approval and must include:
   a. Date submitted
   b. Names of both department and ITS personnel involved
   c. Description of system
   d. Rationale for purchase
   e. Estimated unit and total costs (may be an attachment or quote)

8.6.4. The Technology Replacement Task Force will notify the requestor within three weeks, unless an emergency requires a faster response.

8.6.5. Requisitions will include all three IT Directors and the CIO as approvers.

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.

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