HARDWARE AND SOFTWARE PROCUREMENT

POLICY

To ensure compliance with the Sherman College Information Technology security policies, and to ensure that devices are adequately and properly tracked for audit and warranty purposes, the Sherman Information Technology department requires that users and departments we support comply with certain technology purchasing and procurement guidelines. Compliance with these guidelines helps ensure that the Sherman Information Technology department can provide quality support that meets the needs of each user in every department while upholding the security of all Sherman assets.

Purpose

These guidelines and process help departments understand the correct procedures for ordering new technology hardware, software, or services in compliance with Sherman Information Technology standards. They also help departments understand the reasoning and methodology behind such procedures.

Guidelines

All purchases of technology hardware, software, and services (i.e., contractor, consultant, or volunteer resources) must be approved, in advance, by the Sherman Information Technology department. Departments covered under the scope of this policy may not procure their own IT-related hardware or software without either a) the purchase being made directly through the Sherman Information Technology department, or b) prior to the quote or purchase being approved, an electronic hardware/software procurement form should be submitted to initiate the review process for approval.

Types of technology, devices, and services covered in this policy include, but are not limited to, the following:

- Desktop computers that are made by any manufacturer.
- Laptop computers that are made by any manufacturer.
- Tablets that are made by any manufacturer.
- Purchases of software, such as Adobe Creative Cloud or Microsoft Office.
- Subscriptions to cloud applications, platforms, software, and services of any kind or type, whether free or paid, including but not limited to productivity and project management applications, to-do/task tracking applications, ticketing systems, storage platforms, and online services designed to fulfill a certain enterprise or business function or purpose.

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Process

1. Prior to purchasing any hardware, software, or services, a hardware\/software procurement form should be submitted to initiate the review process. The form will be linked to the purchase requisition.
2. When the business office receives a purchase requisition, it will verify that a hardware/software procurement form has been reviewed and approved by the Information Technology department. If so, it will process the purchase requisition. If the review process has not been completed, the Business office will wait until the review is finished.
3. The Information Technology department will work with the department to determine if:
4. The hardware/software will be compatible with the networking infrastructure of the College.
5. The hardware/software will meet the security requirements of the Information Technology department.
6. The Information Technology department will be able to provide technical support for the hardware/software being acquired.
7. There is already a license agreement in place to cover the software.
8. The agreement(s) will conflict with existing agreements.
9. The agreement(s) will need to be part of the College's hardware\/software asset management program.
10. Another hardware/software vendor may provide better pricing or arrangements.
11. If there are discrepancies, the Information Technology department will work with the department to document those situations. Department heads will be asked to "sign off" on non-conforming purchases, which will be made despite potential conflicts with the items listed above. Once completed, the Information Technology department will "sign off" on the form so the procurement process can continue. If the Department head does not agree to "sign off" then the purchase will be denied.
12. It is expected that the Information Technology department will initiate a review of the hardware/software procurement form within three business days of the submission of the form. If there are no conflicts or questions to be answered after the initial review of the form, the Information Technology department will "sign off" on the form. The timeframe for full review and approval or denial will depend on the scope of the request. The approved hardware/software procurement form will be submitted to the Business Office along with the purchase requisition to determine whether to continue the purchase requisition process.

Compliance, Violations and Remediation

Sherman Information Technology department will always provide guidance and work with departments to make purchases that comply with these standards and meet departmental technology needs.

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Compliance with these guidelines is not optional. Devices, platforms, or any other types of technology purchased in violation of these guidelines will not be supported by the Sherman Information Technology department. Additionally, such technology will not be allowed to connect or transfer data to and from Sherman systems. Additional restrictions and/or actions may also be taken towards individuals and/or departments which violate this policy as determined by the Sherman Information Technology department.

Scope

This policy applies to all users and departments supported by the Sherman Information Technology department, and to departments, divisions, offices, or teams which receive any level of technical support from the Sherman Information Technology department. More specifically, it applies to any technology hardware or software purchases within these departments made with college funds, including research funds or grants. It also applies to the gifting of information technology hardware, software, or labor of any value to the same group previously described.