POLICY

Category
COMPUTER HARDWARE AND SOFTWARE ACQUISITION – 4:10:11:00
Approval
Leadership Council Approved: June 21, 2016
Effective Date/Approved: June 21, 2016
Revised: October 23, 2008, June 21, 2016
Responsible Party: Chief Information Officer

I.   SCOPE AND PURPOSE

Motlow State Community College seeks to provide a coherent computing environment for the benefit of faculty, students, and staff so that needed information can be shared over the campus network structure and so that equipment and software acquired can be effectively and efficiently maintained and managed.

This policy provides guidance for the acquisition of desktop computers, laptop computers, printers, applications software and related technology. It is not the intent of this policy to restrict departments' ability to purchase specific computing resources, only to provide guidance in selecting equipment which will maximize their potential for utilizing campus services and computing resources support.

II.   EQUIPMENT AND SOFTWARE

A.   Equipment and software are recommended based on the following criteria:
1.   Suitability for campus-wide use
2.   Performance
3.   Campus network connectivity
4.   Ease of maintenance
5.   Cost
6.   Site licensing availability

B.   Current recommended equipment and software information is available from the Technical Operations Department.

III.   SUPPORT LIMITATIONS

Departments purchasing the recommended equipment and/or software may expect to receive important types and levels of support for the items; therefore, departments are strongly advised to obtain current information before finalizing purchasing decisions.

IV.   ADDITIONAL REQUIREMENTS

A.   All requisitions for the above reference acquisitions must be reviewed by the Chief Information Officer (CIO) before the Business Office proceeds with the creation of a purchase order.

B. If a procurement card is used, then it is the departmental director's responsibility to insure that the purchase has been reviewed by the CIO before proceeding with the purchase.

V. ROLE OF THE BUSINESS OFFICE

The Business Office personnel will inform the Technical Operations Department of any requisitions submitted to them that have not been properly reviewed. Additionally, purchases must comply with all College and state purchasing requirements and procedures.