

PROCURING IT-RELATED RESOURCES/SERVICES PROCEDURE

Related Board of Trustees Policy: BP 8.4

Approval: August 2012

Revision:

NC Statewide Technology Standards: 40101, 40102, 50101, 50102, and 50103

Purpose: To prevent unauthorized or incompatible IT-related resources.

Employees must ensure that technology purchases have been verified by Technology Services to be compatible with existing resources, meets security requirements, and can be supported appropriately.

For purposes of centrally maintaining software licenses, purchases of software should come through Technology Services. Technology Services does not guarantee support of software purchased directly by departments. Sufficient software licenses must be purchased for the maximum number of students and faculty using the software concurrently. For example, if a class of 25 students will use an application plus 5 instructors, then 30 licenses need to be purchased.

Once Technology Services has verified that a proposed IT-related item is compatible with existing resources, meets security requirements, and can be appropriately supported, campus computer users may order their own computers, laptops, and printers. All IT-related purchases (hardware, software, or peripheral equipment) should be received by Technology Services. This is for purposes of inventory, record-keeping, and installation.

All computer supplies should be purchased through local departmental purchasing agents. This includes toner, paper, and other low cost support items.

Procurement of non-supported or non-standard IT-related items should include a maintenance contract and installation services.

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