

 <p>Category: Information Technology</p> <p>Applicable for: Faculty/Staff/Students</p>	<p><i>Policy Title:</i> Technology Purchasing</p> <p>Effective Date: 11.16.2016</p> <p>Prior Effective Date:</p> <p>Enabling Act: Technology Steering Committee Approval</p>	<p><i>Policy Number:</i> 034.TS.002</p> <p>Policy Owner: Technology Steering Committee</p> <p>Responsible Office(s): Technology Services</p>
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Background

As an institution of higher learning, UC Clermont both uses information technology and supplies it to the members of the university community. This policy has been developed to create a framework that ensures effective acquisition and purchasing of technology items for use on all UC Clermont campuses. The primary directive of technology at UC Clermont is to support, promote and enhance the learning process.

As per the University of Cincinnati's policy on Information Technology, all operating units that use information technology shall be responsible for:

- Developing and implementing, when appropriate, additional IT policies, guidelines or procedures specific to their academic or administrative units.

For the purposes of this document the following definition(s) apply:

Technology – All university owned computing hardware, software, peripheral computing devices and A/V systems and supporting devices.

Technology Services is responsible for maintaining the proper functioning, inventory records and disposal of technology for all UC Clermont campuses. To that end, one effective way that this can be achieved is through standardization and coordination of all technology purchases or upgrade requests.

Technology Services uses and tests many different items to ensure their compatibility with University and college systems. They also maintain relationships with a wide variety of industry standard vendors through University Purchasing. Often this allows for deeper product discounts than an individual would see purchasing the item outside of University processes.

The procedural steps apply to purchases from all funding sources including operating budget funds or other funding sources such as grants or gifts.

Purchasing Steps

Submit request via email or in writing to the Campus Support Desk. The request should include:

1. The purpose of the request. Where appropriate, Technology Services will consult with the requestor to best assess the purpose and need of the request.
2. The product or item requested.
3. Potential source for the item(s), if known.
4. Approximate cost, if known.
5. Budget account item should be charged against.
6. If the item requested is to be connect to an existing UC Clermont system, indicate which system.

Technology Services will provide the following services to ensure the purchase process is completed;

- Review the request to see if it meets the criteria for advancement to the Technology Steering Committee for strategic approval. If so, the request will be forwarded to the TSC chairperson for review by that group.
- If the request does not require review by the Technology Steering Committee Technology Services will review the request for compatibility as quickly as possible and respond to the requestor on its findings. If initial product review finds a compatibility issue, an alternative product may be recommended if one is available.
- Confirm and/or research final product cost for legal use and installation.
- If the reason for the request is to test a new and/or emerging piece of technology for future use in instruction, Technology Services will work with the requestor to ensure that this testing does not interfere with overall functionality of their office computer or the larger UC Clermont system.
- Verify with the college Business Office that sufficient funds are available from the account provided to pay for the purchase.
- Place the order either via purchasing card or purchase order.

- Once the item is received, hardware items will be entered into the college inventory database and software items into the license management server for tracking as university property.
- Alert the requestor that the product has arrived and establish a date for installation.

NOTE: If the technology item is purchased and installed outside of the above steps, the product/item will be considered, “unsupported” by Technology Services. The system user is responsible for any technical issues that may arise with the product or the system to which it is attached. In the event an “unsupported” product/item causes a workstation system problem, Technology Services will provide a system restoration using a standard image.

Use of Information Technology

http://www.uc.edu/content/dam/uc/infosec/docs/policies/Use_of_Information_Technology_Policy.pdf

Contacts

Technology Services 513.732.5216

History