Procedure 5.4: Technology Purchases and Acquisitions

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Managing Office: Information Technology Services (ITS)
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I.   PROCEDURE STATEMENT

All purchases of technology for campus must be coordinated through Information Technology Services and Purchasing. This procedure applies to all such purchases made by or for Alabama A&M University, including grant-funded technology and software, and establishes standards, guidelines, and procedures for the purchase of these technologies in ways that support excellent stewardship of university resources.

II.   PURPOSE

Information Technology Services (ITS) is responsible for maintaining the integrity, reliability and availability of AAMU's computer network infrastructure, software applications and data assets, in ways that meet university strategic priorities. This requires that all purchases of computers, computer related hardware and software initiated by the faculty/staff and funded by AAMU, including grant funded, adhere to ITS/Purchasing standards and guidelines.

In a proactive effort to be wise stewards of university resources, ITS purchases technologies that are sustainable, compatible with existing systems, and can be efficiently supported. As a result, ITS has negotiated numerous purchasing agreements with hardware, software, network, and telecommunication/voice communication vendors, service agencies, multimedia companies, software developers and others. In order to take advantage of these contracts and ensure that technology purchases meet university standards, ITS must be involved in all information technology related purchases in order to provide:

1.   compatibility with AAMU's network environment;
2.   compliance with AAMU's security policy;

3.   suitability based on needs assessment;
4.   licensing compliance for software purchase;
5.   hardware and software that can be efficiently supported;
6.   availability of sufficient AAMU resources (including initial and recurring costs);

At any point in time, the University gains benefits from maintaining within reason the practice of purchasing equipment according to agreed-upon standards. Agreement by a purchaser to accept standard configurations achieves the benefits to the campus of better pricing for components and supplies, and less administrative overhead; and to the purchaser of better pricing, faster processing of requests, better support, less costly maintenance, and a better ability to train on and provide assistance with technologies purchased.   Purchase of non-standard technology components is not prohibited. However, such purchases should be minimized as much as reasonably possible. The purchase of non-standard technology components must be justified by the existence of special circumstances that require it. Also, the purchaser of a non-standard technology component must document the source of support for the component before purchase will be approved.

III.   PROCEDURE

Technology purchases of computer software and equipment must be discussed with ITS before an order is placed, by contacting the ITS Helpdesk. This is to ensure that the purchase is compatible with other University software and equipment meets pre-established minimum hardware configuration and quality requirements. *ITS may not be able to support items of either hardware or software that does not meet standards.*

If you are not sure whether or not your intended purchase is a technology purchase, please call the ITS Helpdesk before purchasing.

The following are always considered technology purchases:
➢ Computers, servers, workstations, printers, scanners, flat screens, projectors, PDAs, etc.
➢ Smart classroom equipment

➢ Software of any kind (Office Productivity, Application Software, etc.)
➢ Most electronic equipment, audio recording equipment, digital cameras, etc.
➢ Any wireless device(s)
➢ Audio visual equipment such as projectors
➢ Any peripheral that attaches to a computer

 Through this process, AAMU is assured the best:
● **Price.** ITS has special contracts with suppliers, for example, Dell computers, Hewlett Packard printers, and recycled toner.

- **Compatibility.** Computer Services can assure you that your purchase will work with existing and future purchases. (For example, some models of PDAs work better with AAMU's network and software than others.)
- **Software license contracts.** ITS has multiple licensing contracts and may already have the software you are looking for or can obtain the software at an extremely reduced cost, for example, Microsoft, Adobe, Macromedia, Symantec, Novell.
- **Installation.** ITS will be able to schedule installation of your new equipment and can prepare special wiring or network connections prior to the arrival of the equipment, for example, a fax machine or an additional printer.
- **Warranties.** ITS maintains warranties and can schedule warranty service; for example, Hewlett Packard is three years, on-site.
- **Maintenance and service of hardware.** ITS has contracts with various vendors for service and maintenance of equipment.
- **Maintenance of software licenses.** ITS maintains maintenance contracts on most software and obtains the latest software version when it is released, for example, all the Microsoft software.
- **The best software for student use.** ITS maintains the student computer labs. If you want students to use specific software, contact the ITS Helpdesk to discuss your options.

Reviewed and approved by the Technology Advisory and Planning Committee on tbd…..

IV. PROCEDURE: DISCIPLINE / PERSONNEL ACTIONS

Violation of this procedure is prohibited and may result in the employee having to personally reimburse the institution for items purchased, restriction of access to the University network if required, and/or other appropriate disciplinary action.

V. DEFINITIONS

Technology: typically implies any devise containing or operated by a computer chip.
Applications Software: refers to software such as Banner, Resources25, PeopleSoft, etc.

VI. RELATED PROCEDURES

Acceptable Use Statement