## Information Technology Procurement Policy

Accommodations for individuals with disabilities in accessing these policies are available upon request by emailing accessiblepolicy@wcupa.edu

### Purpose and Scope

The Information Technology Procurement Policy for West Chester University Information Services & Technology computing facilities, systems and resources applies to all members of the University community, including faculty, students, staff, contractors, and affiliates, and to authorized visitors, guests, and others for whom University technology resources and network access are made available by the University. This policy also applies to campus visitors who avail themselves of the University's temporary visitor wireless network access service or eduroam access, and to those who register their computers and other devices through Conference Services programs or through other offices, for use of the campus network.

### Policy Statement

The purpose of the Information Technology Procurement Policy is to abide by PASSHE (Pennsylvania State System of Higher Education) policies and procedures and provide cost-effective standards for all end user computer hardware, software, and audiovisual equipment including but not limited to, mobile devices, printers, networked storage and servers, and cloud services for West Chester University. These standards allow Information Services and Technology to leverage economies of scale, streamline operations, minimize downtime, and provide high quality service.

In collaboration with the Purchasing Office, Information Services & Technology is the sole authority for purchasing IT hardware, software, audiovisual equipment, and IT services for the University.

IT Hardware & Software Procurement Guidelines

- Specific product details can be found on the IT Purchases website

- Hardware or software not purchased through IS&T will not be eligible for reimbursement.

- Apps not purchased through IS&T for University owned devices will be the financial responsibility of the assignee and are not supported by IS&T.

- Items purchased using any university funds including individual grants or employee development funds, remain the property of the University and not the individual or department.

- Equipment valued over $5k must be tagged as an asset for inventory and tracking purposes in accordance with PASSHE's Financial Accounting Standard.

- When an individual is no longer affiliated with the University, it is the responsibility of the department to ensure the return of ALL assigned University owned equipment remains the property of the University, and to notify the IS&T Help Desk mailto:helpdesk@wcupa.edu to update equipment inventory records.

**Policy Framework**

Information Services & Technology's Commitment to the Process

- Providing consulting services including defining the requirements and technical specifications that meet the individual or department needs.
- Obtaining the best price and/or service.
- Timely delivery and installation of equipment and software upon receipt
- Installing or access to University licensed software.
- Providing access to University assets including networked drives and printers, wireless and wired networking
- Information Services & Technology requires appropriate funding approval for all information technology purchases.
- Specific product details can be found on the IT Purchases website and must be requested through the ServiceNow Portal

Policy Exceptions

If the university's IT hardware and software standards do not meet a specific technical requirement, then nonstandard requests will be evaluated on an individual basis.

**Procedures**

Requests for all end user equipment and software should be submitted through the ServiceNow Portal.

Cell Phones and other Wireless Communication Devices

Converged Communications will be the central billing and issuing agent of any University owned wireless communications device with carrier services. Converged Communications will bill back departments using the campus charge-back procedures for all equipment and recurring monthly

service and usage costs. Departments will be responsible for monitoring the use of and paying for any carrier service charges for any University owned wireless communication device assigned to their department or department employees.

**References**

Vendor Management Policy

IT Purchases Website

ServiceNow Portal

**Reviewed by:** ⬚Information Services & Technology, Purchasing

**Policy Owner:**      Paul Gargiulo

                                Director of User Services

                                Information Services & Technology

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**Approved by:**

JT Singh

Senior Associate VP & CIO

Information Services & Technology

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