

TECHNOLOGY PURCHASING POLICY

1. **PURPOSE:** This policy provides guidelines regarding the purchase, refresh and decommissioning of technology at the University of Portland. University of Portland currently supports specific makes and models of computers, devices, peripherals and applications. These systems were chosen to allow diversity in brand and operating systems while providing enough similarities that they can be supported and maintained. Standardization also significantly reduces costs through bulk purchasing and vendor agreements.
2. **SCOPE:** This policy applies to all technology purchases or acquisitions made on behalf of the University of Portland. This policy applies regardless of the funding source (e.g., budgeted item, Information Services (IS) central funding, department funding, grant, gift, etc.). Those engaged in detailed budget planning, whether requesting University funds or applying for grant money, should proactively engage IS in the planning process.
3. **POLICY:** All technology purchases must be made in coordination with Information Services (IS). University of Portland prohibits staff and faculty from using their university purchase card (PCard) to make technology purchases. Please see specific guidance regarding the use of PCards on the Controller's Office website:
 - a. **Network and Systems Technology Purchases:** Acquisitions of computer hardware, software and networking equipment purchases must be approved by IS. In some situations where services are being considered for purchase or new systems are being considered for in-house development, IS must review and approve vendor selections, consultant engagements and development plans to ensure that vendor or consultant competencies and system interface requirements are appropriate to protect University information and assets.
 - b. **Network and Computer Hardware:** IS must review and approve any hardware technology purchase or deployment that modifies the university's network structure or could compromise the physical or logical security of the network. All networking equipment that is to be used on the university's network must be authorized and approved by IS before purchase and deployment. All other computer hardware that requires access to or from any portion of the university's network including but not limited to servers, shared storage, audio visual equipment and other network-attached technologies must be approved by IS.
 - c. **Software:** Purchase of operating systems and software applications that will be utilized on servers or computers connected to the campus network must be approved by IS. All orders for volume licensing or subscriptions, must have prior approval of IS.
 - d. **Services:** IS review is required of all contract agreements for the engagement of services that modify or extend the function of centrally maintained systems and/or applications, require the use of any IS software or hardware system services, or that interface with centrally maintained applications systems or data sets.
 - e. **Cloud Applications and Infrastructure:** IS review is required of all contract agreements for third-party systems or services (outsourced, hosted or Cloud-based) that access or store University data, or require integration with University network, systems or data. For details regarding additional requirements for Cloud Services, see the *Cloud Application and Infrastructure Policy* listed on the IS website.

4. GUIDANCE:

- a. **Purchasing Process:** To start the purchasing process, submit an online Purchase Request form via the Tech Support Portal at support.up.edu. Upon receipt of your purchase request ticket, Information Services staff will provide the following services as appropriate for the purchase type:
- Technical Consultation
 - Contract Review
 - Security Review
 - Accessibility Review
 - Comparative Price Quotes
 - Order and Payment Processing
 - Equipment or Software Prep, Delivery and Installation

NOTE: All Apple devices must be purchased using the UP account ID. This enables proper device onboarding to our campus systems. Information Services is unable to support or manage Apple devices that have not been purchased via the Information Services department. If a device is purchased Information Services will request that you return it.

- b. **New Employees:** For a newly created full time faculty or staff position, one new computer device will be provided by Information Services per the current computer hardware standards. Funding up to the current approved level for the device selected will be provided by Information Services. If additional features or equipment are needed, the department will fund any amount above the cost of the standard device. Thereafter, the Information Services Technology Refresh schedule and funding resource will apply.
- c. **Adjunct Faculty:** Adjunct faculty will not be provided an individual University purchased computer. Adjunct Faculty are required to utilize their personal device or make use of shared equipment within their department.
- d. **Technology Refresh of Existing Systems:** Desktop and/or mobile devices will be refreshed within the fiscal year they are determined to be end-of-life (for staff and faculty computers this is typically 5 years). Staff and faculty are eligible for refresh of a single device each refresh cycle. Tech refresh of any additional devices that have been purchased by departments are not eligible for central IS funding. Any replaced equipment must be returned to Information Services for re-purposing, donation, recycling or disposal. Users will have several options:
- A Windows-based Virtual Desktop
 - A Windows-based desktop or mobile device
 - A Mac-based desktop or mobile device
- e. **Lost, Damaged or Stolen Items:** Any computers or accessories that are lost or stolen will be replaced per the *Theft or Loss Policy listed* on the Information Services website.
- f. **Peripherals:** Technology accessories (video cables, usb cables, usb thumb drives, keyboards, mice etc.) can be ordered directly without consulting Information Services. Please note that Information Services does keep a limited supply of peripherals and accessories for distribution.

5. **EXCEPTIONS:** Exceptions require the approval of a division Vice President and the Chief Information Officer.

6. **SANCTIONS:** Accounts and network access may be administratively suspended by the University with or without notice when, in the University's judgment, continued use of the University's resources may interfere with the work of others, place the University or others at risk, or violate University policy. Any violation of this policy by a student may lead to disciplinary charges under the appropriate student disciplinary policy, which may include expulsion or suspension of student status. Faculty and staff violations will be addressed by their respective disciplinary policies and procedures. All known and/or suspected violations will be reported to the Vice President for University Operations. Users of University of Portland computing facilities are subject not only to University Policies, but also to applicable local, state and federal laws.