INFORMATION TECHNOLOGY PURCHASES/ACQUISITIONS POLICY

Category: Computing and Instructional Technology   **Date Established**: 02/23/2016
Responsible Office: Chief Information Officer   **Date Posted to Library**: 02/03/2020
                                                             Date Revised: 07/20/2017

POLICY SUMMARY

The objectives of the Information Technology (IT) Purchases/Acquisitions Policy are:

- To ensure that technology acquired will integrate well with the Buffalo State technology environment while facilitating the ability to carry out Buffalo State business and support the strategic initiatives of the campus,
- To ensure that any risk, security exposure or liability associated with the technology to be acquired is identified and managed,
- To ensure that the acquired technology can be maintained and sustained,
- To minimize redundancy or duplication of services,
- To ensure that Buffalo State achieves the maximum value from any information technology investment.

POLICY

All proposals for the acquisition of any technology or technology service from any campus-affiliated office or organization, including the Research Foundation or the Buffalo State College Foundation, must be approved through the Information Technology (IT) governance process, with the following exceptions:

Pre-approved Exceptions

Technology purchases or acquisitions that do not require singular approval by IT Governance are:
1. Purchases required for ADA compliance
2. Purchases required in order to maintain or support approved IT operations/infrastructure
3. Purchases made under the policy on [Funding for Computer Purchases for Faculty and Staff](#)
4. Purchases made under the exceptions outlined in the [Technology Fee Policy](#)
5. Individual computers, tablets, printers, peripherals and software licenses purchased through, or in consultation with, IT Purchasing
6. Purchases of computer accessories and consumables such as external storage and optical drives, printer cartridges, portable media, adapters, microphones, headphones, non-standard keyboards and speakers.

Questions about whether a planned acquisition is subject to the terms of this policy should be directed to IT Help Desk at rsd@buffalostate.edu.

Background

IT acquisitions have the potential to impact more than one school or department, and technology decisions made without central oversight can have unexpected, negative consequences. Therefore, the Information Technology Purchases/Acquisitions Policy establishes conditions under which a contemplated information technology acquisition is subject to review and approval by IT governance.

IT Technology and Planning Outreach should be consulted in the initial phases of any significant technology planning.

Applicability

This policy covers acquisitions of information technology and/or technology services made on behalf of Buffalo State and applies regardless of the funding source. Those engaged in detailed budget planning, whether managing campus accounts or applying for grant funding, should proactively incorporate the Information Technology Purchases/Acquisitions Policy into the planning process.

Definitions

Information Technology and Technology as used in this policy refer to the use of computers, audio visual, and/or telecommunications equipment to store, retrieve, display, transmit, and manipulate data. This includes office automation, classroom or conference room multimedia, telecommunications, scientific instrumentation, Cloud services, data storage, Web and mobile applications, and anything related to computing technology.

Responsibility:

Chief Information Officer

The Chief Information Office monitors compliance and levies charges for unapproved purchases where indicated.

Members of Campus Community

All members of the campus community are responsible for complying with this policy. If a department or employee enters into an agreement without approval under the terms of this policy the department will be charged for any assistance from IT personnel commensurate with the work involved. The department will also be responsible for costs incurred to integrate with existing software. These costs may be ongoing. All those entering into agreements should be aware of the "Authorization Policy for Contracts and Agreements" linked below.

Procedure

Requests for IT purchases/acquisitions not listed as exceptions under this policy should be forwarded electronically to the IT Project Management Office using the [IT Portal](#).

RELATED INFORMATION
Documents and Forms:

Enterprise Technology Project Request via IT Portal

Related Links:
Authorization Policy for Contracts and Agreements
Funding for Computer Purchases for Faculty and Staff
IT Governance
Technology Fee Policy

CONTACT INFORMATION
Information Technology
Cleveland Hall 515
1300 Elmwood Avenue
Buffalo, NY 14222

Phone: (716) 878-3694
Website: https://it.buffalostate.edu
E-mail: itpolicy@buffalostate.edu

REVISION HISTORY

Date of change: 03/01/2017
Brief description of edits: Editorial changes relating to RITE reorganization

Date of change: 07/18/2017
Brief description of edits: Editorial changes to clarify applicability

Date of change: 02/03/2020
Brief description of edit: Editorial changes relating to divisional reorganization.

APPROVAL

President's Cabinet, 02/23/2016

President's Cabinet, 07/18/2017