

**Effective:** June 24, 2020

## **Administrative Policy Centralized Technology Purchasing Policy**

**Approved:** August 19, 2020, President's Cabinet

### **Purpose**

Information Technology (IT) is charged with supporting University owned computer hardware, software and peripherals in ways that meet MU's strategic priorities and support the mission of the University. IT is responsible for maintaining the University network, servers, workstations, and peripherals, while maintaining quality at reasonable costs. This policy establishes standards, guidelines, and procedures for the centralized purchase of University technologies regardless of the funding source.

### **Policy Direction for Centralized Technology Purchasing**

All technology related purchases must be authorized by IT. IT purchases technologies that are sustainable, compatible with existing systems, and can be efficiently supported. As a result, IT has numerous agreements with hardware, software, network, and telecommunication vendors, service agencies, multimedia companies, software developers and others. Centralized purchasing of technology hardware and software ensure:

1. Compliance with campus technology security policy;
2. Compatibility with campus network environment;
3. Suitability based on assessment;
4. Licensing compliance for software purchase;
5. Efficiently supported hardware and software;
6. Availability of sufficient resources (including initial and recurring costs);
7. Establish and maintain inventory
8. Establish 4 year computer refresh cycle

Standardization and centralized purchasing allow the University to efficiently select and manage technology, obtain better technology pricing, reduce maintenance costs and increase access to training and assistance. These standards are re-evaluated periodically based on common needs, vendor offerings, cost, reliability, supportability, quality, sustainability, compliance with recycling policies and timeliness of vendor response. Purchase of non-standard technology components must be justified with the IT Department. MU will not reimburse or support the purchase of any technology related item, unless that purchase was made through and/or with approval of the Chief Technology Officer (CTO).

MU is dedicated to sustainability and ensuring the technology utilized by the University is energy efficient and engineered with environmentally responsible methods. MU strives to purchase computers, monitors and laptops that are EnergyStar certified.

### **Procedures for Centralized Purchasing of Computers**

The University, through the IT Division, orders computers in bulk twice a year. One large order in July and a smaller order in January. Computers are replaced on a 4-year cycle. Selection surveys will be sent to users that will be updated and must be completed in a timely manner. All purchases will be funded for standard models. Department chairs/supervisors will be requested to assume the costs associated with requirements for configurations beyond the standard model.

All computers purchased with university funds remain the property of the University until disposed of through the University's Surplus Property Program after its 4-year life cycle.

Current Computer Standards: <https://wiki.millersville.edu/x/IASgAQ>

### **Technology Peripherals/Accessories Purchases**

All technology related purchases of peripherals/accessories must be approved and purchased by the IT Department, regardless of the funding source. These items should not be purchased via Departmental Purchasing credit card. **The use of the Purchasing credit card can be suspended if departments purchase items outside of the IT Department.**

What is considered Peripherals/Accessories:

<https://wiki.millersville.edu/pages/viewpage.action?pageId=27264032#Ordering-1138567268>

[This list is subject to change.](#)

### **Additional Technology Purchases**

All additional technology requests are processed through the Technology Purchasing Coordinators located in Information Technology regardless of the account. The purchasing procedure can be initiated by contacting the Help Desk for consultation at x7777 or via email at [help.desk@millersville.edu](mailto:help.desk@millersville.edu).

To facilitate turn-around, and to give the best possible service, please have the following information available or included when requesting or submitting a request:

- Quantities
- Complete item description(s)
- Date needed
- Justification

Requests should be submitted with sufficient time to obtain price quotations and place orders without causing undue delay. Please provide as much lead-time as possible. To duplicate a previous purchase, the prior order should be referenced.

The Technology Purchasing Coordinators will prepare a quote; it is the department's responsibility to enter the quote into SAP for acquisition. May 30th of each fiscal year is the last day to place a technology order. This deadline allows sufficient time to receive items and process invoices for payment.

### **Centralized Printing**

The University has a centralized printing system on campus utilizing MFD Copiers with vendor service/support and toner replacement. Personal/Desktop/Inkjet printers are prohibited and unsupported. Supplies such as ink/toner cartridges should not be charged to University P-Cards or submitted for petty cash reimbursement. IT purchases 100% post-consumer recycled paper for use in all network printers.

### **Software/SaaS Web Services Purchasing/Use**

Many software applications are purchased and managed centrally by IT and deployed automatically to University computers. To obtain additional applications first please see the official list of supported software: <https://wiki.millersville.edu/x/CwkEBQ>

If you or your department is attempting to obtain software or web hosted applications (SaaS) the vendor must agree to MU Terms and Conditions (even for free services) - information about "Click Through Agreements" can be found here:

[https://wiki.millersville.edu/display/infotech/Click+Through+Agreements+FAQ?preview=/93850707/93850708/Click-Through%20FAQ%27s\\_MU.pdf](https://wiki.millersville.edu/display/infotech/Click+Through+Agreements+FAQ?preview=/93850707/93850708/Click-Through%20FAQ%27s_MU.pdf)

Requirements for SaaS and vendor application managed hosted solutions are:

- Must agree to MU Terms and Conditions for use
- Must use a Single Sign on mechanism
- Must agree to MU Data protection standards
- Available Application Programming Interface (API) where applicable