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SECTION 1: POLICY STATEMENT AND PURPOSE

This policy outlines the proper methods by which all technology hardware and software are procured by Drury University. The university desires that such purchases be centralized in order that the university might:

- Lower costs of acquisition, deployment, and maintenance through economies of scale and uniformity of devices;
- Ensure that all products are necessary, compliant, compatible with other campus systems and hardware, accessible to all necessary parties, properly inventoried and maintained, secure, and in keeping with the university's master technology plan.

SECTION 2: SCOPE

- A. This policy applies to all technology systems purchases, including, but not limited to:
- | | |
|--|--|
| 1. Computers (desktop and laptop) | 9. Televisions |
| 2. Monitors/displays | 10. Audio-visual equipment |
| 3. Computer peripherals (keyboards, webcams, etc.) | 11. Miscellaneous classroom technology |
| 4. Tablets | 12. Software purchases over \$500 |
| 5. Printers | 13. Software as a Service (SaaS) subscription fees over \$500 annually |
| 6. Scanners | 14. Cell phones (see policy 405.107P: Cell Phones) |
| 7. Network equipment | |
| 8. Projection | |
- B. As a notable exception, the lease or purchase of any copier equipment must be coordinated with the Director of Administrative Services.
- C. This policy applies to all Drury University employees and students.

SECTION 3: PROCUREMENT AND PURVIEW OF TECHNOLOGY DEVICES & SOFTWARE

- A. Technology hardware and software must not be purchased without consultation with Technology Services.
- B. **Regardless of the funding source** (e.g., Technology Services funds, departmental funds, direct fee funds, student organization funds, grant funds) all technology hardware (devices and related peripherals as defined in "Scope" herein) over \$100, and software/software licenses over \$500 must be purchased **by** Technology Services.
1. Should Technology Services approve a purchase but elect not to make the purchase on behalf of another employee or department, written permission to make the purchase through other means must be given to the purchaser by Technology Services. Such approval must be attached to the receipt/purchase documentation or invoice for the purchase when submitting documentation for payment, for credit card reconciliation, or for expense reimbursement.
- C. **Regardless of the provenance of and funding source** for technology devices and/or software, the items are the property of the university (except those which are sole property of a grant), are considered part of the larger campus inventory, and are under the purview of Technology Services. Technology Services will determine proper placement, replacement, and retirement of all university computing devices and software based on campus inventory and greatest need.

- D. Due to costs related to software maintenance and licensing, compatibility with other campus equipment and software, related technology man-hours, device and/or network security, or greater need elsewhere on the campus, employees and/or departments are not authorized to keep and continue use of devices or software deemed unnecessary or defunct by Technology Services.
- E. Technology Services reserves the right not to integrate, maintain, or service any device, peripheral, or software purchased outside of this policy.
- F. Technology Services reserves the right not to integrate, maintain, or service any device, peripheral, or software purchased below the policy threshold if such a purchase was made without consultation with Technology Services.

SECTION 4: DEVICE PROVISION AND LIMITATIONS

A. Computing Devices

1. Each employee whose job necessitates the use of a computer will be assigned a **single** computing device (e.g., laptop or desktop) and **access** to a printing device.
 - a. Exceptions to the one-device limit will be granted in rare situations in which an employee presents a frequent, persistent need for an additional device.
 - 1) The employee's department will bear the total cost for the additional device(s), related peripherals, and software.
 - b. Exceptions will be made for devices required by a grant only when the purchase of the device is funded fully by the grant. Such equipment, except when designated the property of a grant, fall under the restrictions of Section 2 above.
 - c. Exceptions to the single-device limit must be made via form 405.106F2: Request for Non-Standard Computing Device.
2. Employees will be assigned a device from the university's technology stock. A determination will be made by Technology Services, based on each employee's technological requirements and existing inventory availability, on whether an employee receives a new or existing device. No employee is guaranteed assignment of a new device.
 - a. All requests for computing devices must be made via form 405.106F1: Request for Standard Computing Device or 405.106F2: Request for Non-Standard Computing Device, submitted to Technology Services.
 - b. When requesting new/replacement personnel, budget managers must select the appropriate hardware choice on form 435.100F1: Requisition for New & Replacement Employee Position and submit with that form a copy of form 405.106F1 or 405.106F2.
 - c. When requesting an employee upgrade, budget managers must select the appropriate hardware choice on form 435.101F3: Request for Employee Position Amendment and submit with that form a copy of form 405.106F1 or 405.106F2.
3. Technology Services will bear the cost of standard model computing devices for employees whose jobs require such.
 - a. Devices will be rotated/upgraded on a schedule determined by Technology Services, in consultation with the Chief Information Officer, or Chief Financial Officer (only in the absence of a Chief Information Officer).
 - b. Devices will be replaced or upgraded outside of the rotation schedule only in cases of irreparable malfunction, loss, theft, or position upgrade which necessitates a more advanced device.

- 1) Depending on the circumstances surrounding the loss of a device, the employee responsible may be liable for some portion or all of the replacement cost of the device.
 - 2) In cases in which a device is stolen from an employee's residence or vehicle, a claim must be filed with the employee's residential or vehicular insurance in an attempt to recoup the cost of the stolen device. Any proceeds related to the stolen device from said claim must be surrendered to the university by the employee.
 - c. In rare circumstances in which a department is approved to replace a device outside of the rotation schedule, the entirety of the replacement cost will be borne by the requesting department.
 4. The university encourages the use of pool devices (e.g., laptops/tablets shared within a department) for personnel with only intermittent needs.
 - a. Purchase of a departmental pool device must be approved by a departmental budget manager and the supervising divisional vice president/executive director.
 - b. The cost of all departmental pool devices will be borne by the department.
 5. Employees assigned more than one device prior to the inception of this policy may continue to use that device(s) only until the secondary device(s) is requested to be surrendered to Technology Services.
- B. Other Technology Devices
1. Provision of other non-computer technology devices will be based on employee or departmental need, and financial and other considerations.
 2. Technology Services will have final approval on all technology device purchases, with approval based on need, quality, device compatibility, software requirements, service capabilities, and other factors.
 3. Employees may research and obtain quotes for devices but the request to purchase the device must be submitted to Technology Services, which will place the order if approved.
 4. The full cost for such devices will be the responsibility of the requesting department.

SECTION 5: STANDARD MODEL COMPUTING DEVICES

- A. Technology Services will select standard device models for employees based on the needs and capabilities of the university.
- B. A standard desktop package will include a PC-style desktop CPU, monitor (maximum two), keyboard, mouse, speakers, necessary cabling, and standard software package.
- C. A standard mobile package will include a PC-style laptop, basic model case, docking equipment (with single stand-alone monitor, mouse, and keyboard), necessary cabling, and standard software package.
- D. A standard student employee package will be comprised of a desktop package recycled from prior regular employee usage. In general, student employee packages will have a single monitor; unless recycled stock is available, second monitors will be provided at the cost of the department.
- E. In general, faculty will be assigned a standard mobile package upon employment.
- F. In general, non-exempt staff will be assigned a standard desktop package upon employment.
 1. Only in rare circumstances will a mobile package be checked out or permanently assigned to a non-exempt employee. Such assignment will require the approval of Technology Services, the Director of Human Resources, and the employee's divisional vice president/executive director.
- G. Exempt staff will be assigned either a standard desktop or mobile package based on the requirements of their position.

1. Typically, employees whose jobs **necessitate** regular-to-frequent (more than one (1) time per week, more than four (4) times per month) computing work outside of normal office hours or away from their desk/office may request a mobile device (laptop or tablet) as their single device.
- B. Employees whose jobs **necessitate** the use of functionality beyond the standard model PC (e.g., use of an Apple device, higher processing power, additional storage, etc.) must request an exception to the standard model via form 405.106F2: Request for Non-Standard Computing Device.
 1. When use of a non-standard device is **necessitated** by the requirements of a position, the cost of the device will be borne by Technology Services.
- C. Employees desiring a non-standard model for reasons **not necessitated** by their position must request an exception to policy via form 405.106F2: Request for Non-Standard Computing Device. Approval of such requests is not guaranteed.
 1. When use of a non-standard device is **not necessitated** by the requirements of a position, the cost difference between the standard model device and the expanded/alternate model device will be borne by the employee's department.
- D. All costs for additional accessory equipment (e.g., additional monitors, webcams, etc.) and software will be borne by the employee's department.

SECTION 6: PRINTING DEVICES

- A. Except in rare cases in which privacy of printed materials is a concern (e.g., HIPAA information, employment information, payroll information, sensitive student information) or an employee's workspace is not conducive to use of a pool printer, no employee will be issued (or may purchase) a desktop printing device, but instead will be given access to a shared network printer near their workspace.
 1. The university strongly discourages the purchase of inkjet desktop printers.
- B. An employee's default printer should not be a copy machine. Copy machines should be used as printing devices only for large (>100 pages) copy jobs or those jobs a standard printer cannot accomplish (e.g., need for large quantity color printing, stapling, or other advanced finishing services).
- C. Individual departments will bear the cost of all printing devices, device supplies (toner, paper, etc.), maintenance, and device repairs. In the case of a pool device shared among departments, costs associated with the device will be split between the applicable departments.

SECTION 7: PERIPHERAL EQUIPMENT

- A. Computing devices, other than a CPU, not covered by the standard model package above are considered "peripheral" equipment.
 1. Peripheral equipment includes, but is not limited to monitors, mice, keyboards, audio-visual equipment, projection equipment, printers, scanners, external hard drives, etc.
 2. The cost of only those peripherals listed as part of the standard device package above will be covered by Technology Services as part of routine device rotation.
 3. The cost of all additional peripheral equipment will be the responsibility of the applicable employee's department.
 4. Requests for additional peripheral equipment over \$100 must be made through form 405.106F3: Request for Peripheral Technology Equipment.

SECTION 8: SOFTWARE ADOPTION, PROCUREMENT, DEPLOYMENT, & LICENSING

- A. Software purchases greater than \$500 per fiscal year require approval from Technology Services prior to purchase.
- B. Software purchases greater than \$5,000 require additional approval from the Technology Services and the CFO.
- C. From the inception of the process of software purchase, the Director of Technology Services and/or the CIO must be included in all discussions, research, and decisions regarding adoption, procurement, integration, and deployment of all software programs/systems/platforms of more than \$500.
- D. Software requests may be made via form 405.106F4: Request for Software Purchase submitted as a Technology Services help ticket, which establishes the need for the purchase, the funding source, and approval from the budget manager and supervisor(s) responsible for the funding source. Technology Services will route the request to the appropriate technology staff for review and approval.
- E. Considerations to include in the discussion and research of new software include, but are not limited to:
 - 1. Need/benefit to the university
 - 2. Duplication of functionality already present
 - 3. Integration with current systems
 - 4. Cost of initial purchase
 - 5. Cost of license renewal & maintenance
 - 6. Funding source for the initial purchase and ongoing costs
 - 7. Deployment timeframe/schedule
 - 8. Availability of technology staff for bid research, deployment, integration, and continued maintenance
 - 9. Cost of man-hours for deployment, integration, and maintenance.
- F. Should software be purchased at the expense of a department, the department will be responsible for not only the initial cost of the software, but for any and all other related expenses – one-time and recurring – required for operation of the software (e.g., annual maintenance, licensing, updates, upgrades, training, service support, etc.).
- G. For software purchases of less than \$500, all costs, including, but not limited to, the initial purchase, additional maintenance and licensing costs, upgrades, etc., will be the responsibility of the requesting department.
- H. Should Technology Services approve a purchase but elect not to make the purchase on behalf of another employee or department, written permission to make the purchase through other means must be given to the purchaser by Technology Services. Such approval must be attached to the receipt/purchase documentation or invoice for the purchase when submitting documentation for payment, for credit card reconciliation, or for expense reimbursement.
- I. Software should be licensed in the name of Drury University and software accounts set up to be as generically named as possible. Software should not be licensed to an individual employee or accounts set up for individual employees unless such is unavoidable; in such situations, Technology Services should be consulted before the license/account setup is complete. It is critical that Technology Services is able to access all software licenses and accounts.

SECTION 9: EXCEPTIONS

- A. Exceptions to this policy must be rare occurrences, allowed at the discretion of Chief Information Officer, or Chief Financial Officer (only in the absence of a Chief Information Officer). Exceptions must be issued in writing.

SECTION 10: CHANGES TO THIS POLICY

- A. Changes to this policy require approval from the Chief Information Officer and Chief Financial Officer.

SECTION 11: ENFORCEMENT

- A. Violation of any portion of this policy by individuals may result in disciplinary action, up to and including suspension or termination of employment, enrollment, or association with the university; civil penalties and/or criminal prosecution also may be applied.
- B. Attempts to circumvent this policy and other related purchasing policies will inhibit an individual's ability to make purchases on behalf of the university and may result in other disciplinary action, up to and including termination of employment or enrollment.
- C. Individuals who incur expenses in violation of this policy may be expected to reimburse the university for the expense. In such cases, the amount of the identified unauthorized expense will be added to the individual's university account. Standard terms of payment will apply.