PURPOSE

Integrated Technology Services (ITS) is charged with supporting College owned computer hardware, software and peripherals in ways that meet the college's strategic plan and supports the mission of the College. ITS is responsible for maintaining the College network, servers, workstations, and peripherals, maintaining quality at reasonable costs. This policy establishes standards, guidelines, and procedures for the purchase of College technologies regardless of the funding source.

All technology related purchases must go through the ITS Department, regardless of the funding source. ITS purchases technologies that are sustainable, compatible with existing systems, and can be efficiently supported. As a result, ITS 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 ensures:

1. compatibility with campus network environment;
2. compliance with campus technology security policy;
3. suitability based on assessment;
4. licensing compliance for software purchase;
5. hardware and software that can be efficiently supported;
6. availability of sufficient resources (including initial and recurring costs);

Standardization allows the College 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 ITS Department. The College will not reimburse or support the purchase of any technology related item, unless that purchase was made through and/or with approval of the Executive Director of Integrated Technology.

Business level systems are required. Consumer-level systems are not allowed on the campus network.

TECHNOLOGY PURCHASING PROCEDURES
1. All College technology purchasing requests are processed through the Procurement Specialist, located in Integrated Technology Services, regardless of the general ledger account.
2. The purchasing procedure can be initiated by submitting a Service Desk request. This process will guarantee your request will be received, and will keep you updated during the procurement process. For help setting up or using Service Desk, please contact Carl Gerisch x7707 or Brian Parker x7426. You may also email them at carl.gerisch@socc.edu or bparker@socc.edu.

3. To facilitate a faster turnaround and to give the best possible service, please have the following information available or included when requesting or submitting a request (a request for a quote uses the same procedure)
   a. Quantities
   b. Complete item description(s)
   c. General Ledger account to be charged
   d. Date needed
4. 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.
5. When you are ready to move forward with a purchase, the procurement specialist will require an email stating your intent to purchase and the account number you would like to be charged. A requisition will then be entered based on the information you have provided and will move through the approval process. Those who have purchasing authority on the specified accounts will approve/disapprove the requisition, and if approved, a purchase order will be generated. Once the purchase order is received by the procurement specialist, the order will be placed. Returns will be processed through Service Desk.

May 30 of each fiscal year is the last day to place a technology order. This deadline allows sufficient time to quote, requisition, receive items before the end of the budget year, and process invoices for payment.

SPECIALIZED OR HIGH VOLUME REQUESTS
Requests for large numbers of computers, standard configurations with additional components, or requests for non-standard equipment may require several weeks' notice, as purchases over $10,000 require multiple quotes to comply with State of Oregon purchasing requirements. Large equipment or orders of large quantities from vendors typically range from 1 to 4 weeks from order to delivery, depending on the number of units or components ordered.

Adopted by Administration:
APP 5061 May 6, 2015