

# Pine Technical College Policy and Procedure

Policy Number: 703	Date: 03/20/00	Revision Date:
Division/Department: Information Systems		Author: Ken Ries
Subject: Information Technology Selection and Purchase		

**Authorities:**

Pine Technical College Leadership Team and Technology Director

**Purpose:**

The purpose of this policy is to ensure that the Pine Technical College selects and purchases information technology that allows its employees to be efficient in their work. The technology needs to permit employees' easy communications with other PTC employees and with other state agencies. Purchases ordinarily will not be made of products that are of a proprietary nature (i.e. Closed to other systems). The intention is to purchase products that are open and interchangeable with competitive vendors.

**Policy:**

The policy of PTC is that all information technology selections and purchases are made by ITS based on the needs presented by the PTC users. Budgets are established by the Technology Director and approved by the Budget Committee for the total amount of Information Technology purchases each fiscal year. Equipment purchased for use within a single academic program area is budgeted by the division chairs, approved by the Budget Committee and require the approval of the Technology Director.

Approval of any Information Technology spending requires the signature of the Technology Director, regardless of which PTC budget is paying for the expense. No unit or division of PTC will undertake any information technology projects without first reviewing the planned activity and receiving approval to proceed from the Technology Director, in addition to any other required approvals. This requirement is meant to help ensure that PTC has effective technologies that can be shared, managed, and are affordable for the entire institution.

**Procedure:**

1. All Material Requisition forms containing Information Technology products and services including computer, telephone, and interactive television hardware, software purchases and new textbooks that include software should be routed to the Technology Director for approval prior to submitting the requisition to the Business Office.
2. The Technology Director is responsible for reviewing all requests in a timely fashion (generally within 3 business days). The Technology Director will forward approved Material Requisitions to the business office for processing and return

- denied Material Requisitions back to the submitter with a written explanation of the denial.
3. Requests for specific information technology products and services to be included in the campus ITS budget should be made to the Technology Director during the budget planning process.
  4. Academic departments should request assistance in evaluating and acquiring information technology products and services prior to and during the budget planning process.

**Responsibilities:**

Cost center managers: Responsible for submitting Material Requisitions for information technology products to the Technology Director for approval, submitting requests for purchases to be made from the institutional ITS budget, and involving the Technology Director in the product and service evaluation and the implementation planning process.

Technology Director: Responsible for approving Material Requisitions, managing the campus ITS budget and assigning staff to work with departments for the purpose of needs analysis, product evaluation and product and service acquisition.

**Dissemination:**

All cost center managers

Reviewed by Leadership Team:	Date: 03/20/00
Reviewed by Faculty Senate:	Date: N/A
Reviewed by:	Date:
Approved:	Date: 03/20/00