

Policy on Technology Budget Planning and Purchasing

The following policy excludes planning and purchases that support Banner and the College's IT infrastructure. Planning and purchasing for enterprise-level activities are handled through the budget process of the office(s) responsible for these services.

As budgets are prepared, all non-enterprise technology requests are to be evaluated by the Campus's Technology Administrator (for individual campuses) or the Office of Computer and Information Systems (for College offices). In addition, facilities requirements should be reviewed by the campus's administrator in charge of Plant Operations or designee.

Recommendations on the value, necessity and appropriateness of the request will then be provided to the Campus Business Office, Budget Review Committee, or College Grants Office.

All technology purchases are to be reviewed and approved by the appropriate campus or college technical organization. Campus departments are to discuss their needs with their Technology Administrator/ETU; college departments are to discuss their needs with the Office of Computer and Information Systems. In all cases, the discussion is to take place prior to finalizing the selection of any hardware or software. Campus Business Officers, Central Financial Affairs, or grant administrators are not to approve technology purchases that have not been previously approved as indicated here.

Technology departments are to put in place procedures to facilitate the consultation and approval process