



FLETCHER TECHNICAL COMMUNITY COLLEGE  
Policy #7.003

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**Information Technology Purchasing Policy**

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Authority: Information Technology

Effective Date:  
Last Revision:

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**PURPOSE:**

The purpose of this policy is to ensure the procurement of information technology hardware, software and services follow established policies/guidelines and due diligence is performed to ensure compatibility with existing systems and policies.

Information Technology (IT) is charged with supporting college owned computer hardware, software and peripherals in ways that meet the college's strategic priorities and support the mission of the college. This policy applies to all technology resources and related services owned, used, or operated by the College. These resources include but are not limited to:

- Computers and servers of any form
- Software and information systems
- Technology services, consulting, and maintenance contracts
- Peripheral equipment (e.g. printers, scanners, etc.)
- Network devices
- Television, audio-visual, surveillance, and projection equipment
- Door locking, alarm, and environmental monitoring equipment

**POLICY/PROCEDURE:**

All technology related purchases must go through the IT Department, regardless of the funding source. 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:

- Compatibility with campus network environment
- Compliance with campus technology security policy
- Suitability based on assessment
- Licensing compliance for software purchase

- Hardware and software that can be efficiently supported
- 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 IT Department. The technology procurement process will follow established procurement and property management processes approved by the Vice Chancellor for Finance and Administration.

### **Workstation and Laptop Replacement Guidelines**

Reliable technology is important to maintaining smooth operations of College functions. Therefore, technology should be kept technically current to remain compatible with required capabilities, security constructs, and technology innovation. Business-level systems are required. Home consumer class systems are not allowed on the campus network.

The following schedule provides a guideline for planning replacements of computer technology:

- Computer Labs funded by Student Technology Fees are eligible for refresh every four years.
- Faculty/Staff laptops and tablets are eligible for refresh every four years.
- Faculty/Staff workstations are eligible to be replaced every five years; or if the workstation is out of warranty and repair is not feasible; or if there is adequate justification that the workstation does not meet the requirements for the user's job.

***For more information on replacement please refer to IT Policy #7.004***

### **Requesting IT Quotes:**

Please e-mail quote requests to [it@fletcher.edu](mailto:it@fletcher.edu). To facilitate a quick turn-around, and to give the best possible service, please include the following information when submitting a request:

- Complete item description(s):
- Quantity:
- Date needed:

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.

### **Guidelines for Purchasing a non-Windows based product:**

To maintain proper operation and security of the computer network, FTCC primarily uses Microsoft Windows based computers and servers. Justification is required to purchase equipment that does not operate on the Microsoft Windows platform for any department. Please provide the information below for justification when submitting a request to the IT department:

- Reason for the non-Windows product

- Make and model of equipment requested
- Software information and system requirements
- Software vendor hardware recommendations

**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. Equipment orders from vendors typically range from 1 to 4 weeks from order to delivery, depending on the unit or components ordered.

**Reference: IT Policy#7.003**

**Distribution:** Distributed Electronically via College’s Internet.

**APPROVED:**

Reviewing Council/Entity	Approval Date
College Council	9/21/2020
Executive Cabinet	6/16/2020