INF-021G

Information Technology Purchasing Guideline

Purpose

The purpose of this guideline is to define standards, procedures, and restrictions for the purchase of all Information Technology (IT) hardware, software, computer-related components, and technical services purchased with Coast Mountain College (CMTN) funds.

Overview

Information Technology purchasing at CMTN must be managed to ensure compatibility and to control costs of the technology and services requested. Purchases of technology and technical services for CMTN must be approved and coordinated through the IT Department.

Definitions

None

Scope

The scope of this guideline includes, but is not limited to, the following CMTN technology resources:

- desktops, laptops, smartphones/personal digital assistants (PDAs), cell phones, tablets, terminal control devices (TCDs), transmit confirmation reports (TCRs), and servers
- software running on the devices mentioned above
- peripheral equipment, such as printers and scanners
- cables or connectivity-related devices
- audio-visual equipment, such as projectors and cameras.

This guideline extends to technical services, such as off-site disaster recovery solutions and Internet service providers (ISPs), as well as professional services, such as consultants and legal professionals hired through the IT Department. These include, but are not limited to:

- professionals or firms contracted for application development and maintenance
- web services provided by a third party
- consulting professionals
- recruiting services
- training services
- disaster recovery services

- hosted telephone services
- telephone network services
- data network services.

Details

Purchasing At CMTN

All hardware, software, or components purchased with CMTN funds are the property of CMTN. This includes all items purchased using a personal credit card, for which the employee is later reimbursed.

All purchase requests for hardware, software, computer-related components, Internet services, or third-party electronic services must be submitted to the IT Department, via the Service Desk, for final purchase approval.

If the requested item is already in inventory, then it will be made available to the requestor, assuming that it meets organizational unit goals.

Purchases Within IT

A procurement procedure is maintained by the Director of Information Technology

Purchasing within the IT Department falls under four general categories:

- standard items
- non-standard items
- capital expenses
- employee purchasing.

Standard Items

Purchases of standard items have been pre-approved by IT Management and require only a Service Desk request. The standard items list, located in the IT procedure documentation, contains preapproved vendors and products which CMTN has standardized.

Standard items have been proven to be both supportable by the IT Department, as well as cost-effective.

Non-Standard Items

Non-standard items and services are those which are not classified as capital expenses, such as non-standard hardware and software that is expensed, or contracted services. Non-standard purchases should be minimized as much as reasonably possible.

- Requests for non-standard items will go through a formal selection process that will involve thorough vendor sourcing.
- IT will review non-standard purchases for viability of support and compatibility.

The selection process may vary depending on the type, cost, and other purchase significance factors.

Before approval will be granted, employees or departments requesting non-emergency specialized software or components, must submit a plan detailing how this item will be supported. Support options include assigning a staff member to maintain and/or support the component, arranging for external vendor support, or arranging for a service-level agreement with the IT Department.

Individuals requesting non-standard items for purchase can suggest a potential vendor, if a pre-existing relationship exists between that vendor and CMTN.

Capital Expenses

Capital expenses are non-standard capitalized hardware, software, or equipment.

Capitalized expenditures, defined as hardware, software, or equipment above $2,500.00 or as specified in the CMTN Fixed Asset Protocols, which are capitalized by CMTN, must go through the VP Corporate Services and the President & CEO for approval. These purchases may only be requisitioned by department managers. The purchase selection process for these expenditures will be evaluated by Senior Management.

Employee Purchasing

This covers items that do not require any purchase approval.

System Replacement

Major technology purchases are approved through the budgetary process.

Equipment replaced during the course of any period shall be based on a minimum annual review of the asset management program and hardware replenishment schedule, hardware inventory, and fixed asset budget schedules.

Asset Management Program

Certain classes of CMTN assets, as defined below ("Qualified Assets" or "Asset"), procured or curated by the CMTN Information Technology Department shall be duly managed with the objective of protecting them from misappropriation and unplanned obsolescence.

Methods shall be devised and followed to allow for asset identification, assignment, tracking, lifecycle management, reporting, and disposition. Included asset classes are:

- technology equipment
- computer hardware
- peripherals
- other items purchased by CMTN IT or managed by same that are:
    - semi-permanent in their end-user assignment (e.g., specific person, department) or purpose (e.g., loaner laptop, projector) AND
    - are valued at greater than $300 AND
    - are not high-turnover or frequently moved devices (e.g., small peripherals such as mice and ID scanners).

Reimbursable Expenses

Paying for and/or reimbursing employees will be handled with a completed expense report submitted to the Director of Information of Technology CMTN will also include expenses incurred by employees and will reimburse the following, in addition to standard travel expenses:

- standard item peripheral hardware
- business-related shipping and courier expenses.

Related Policies, Guidelines, and Other Resources

- None