

GENERAL ADMINISTRATIVE POLICY

TITLE: Technology Purchase and Support Policy

POLICY NUMBER:

EFFECTIVE DATE: 08/05/02

REVISION DATE:

ACCREDITATION STANDARDS:

POLICY:

Technology must be purchased in accordance with the Technology Purchase and Support Policy procedures.

Technology not authorized for purchase:

- Personal Organizers, Pocket PC, PDA, Palm Pilot, etc
- Technology including but not limited to laptops, desktops, software, peripherals, network equipment, phones, printers and scanners not purchased in accordance with the Technology Purchase Policy procedures.

Information Technology will not support:

- Personal organizers, Pocket PC, PDA, Palm Pilot, etc
- Technology including but not limited to laptops, desktops, software, peripherals, network equipment, phones, printers and scanners not purchased in accordance with the Technology Purchase Policy procedures
- Technology personally purchased by an employee or anyone other than Southeastern College.

Information Technology will support:

- Laptops, desktops, software, peripherals, network equipment, phones, printers and scanners purchased in accordance with the Technology Purchase Policy procedures.

PURPOSE:

Provide the Southeastern community with a clear understanding of the procedure for purchasing technology

Define the equipment supported by the Information Technology Department.

Allow Southeastern to acquire leading edge technology while being fiscally responsible with regard to purchases and support cost

GENERAL ADMINISTRATIVE POLICY

SCOPE:

The policy encompasses all departments and employees of Southeastern College that purchase or utilize technology. Included in this policy is the definition of supported technology unsupported technology, and technology not authorized for purchase.

DEFINITIONS:

FORMS AND APPLICABLE DOCUMENTS:

Technology Purchase Form

PROCEDURES:

Technology purchases must be executed in one of the following manners:

1. Include technology purchases in your department's proposed annual budget and submit items on a Technology Purchase Form. The Technology Vision Committee will review and give a recommendation to the Budget Committee for the proposed items.
2. Submit unbudgeted items to the Technology Vision Committee for review via a Technology Purchase Form. The Technology Vision Committee will meet regularly to review submitted proposals.
3. In the event that technology needs to be purchased immediately, you will need to contact the Information Technology Department for pricing, compatibility and other possible solutions. The purchase will need to be approved by the Information Technology Director, the appropriate Vice President for your department, and the Vice President for Finance and Administrative.

APPROVAL:

Dr. Mark Rutland
President

GENERAL ADMINISTRATIVE POLICY

Page 3 of 3

DISTRIBUTION:

Southeastern College Employees

AUTHOR:

Kenneth W. Faneuff
Information Technology Director