

# Policy and Procedures for the Purchase or Acquisition of Information Technology Products and Services

BALL STATE UNIVERSITY

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## 1. POLICY

All computers, software, and vendor-hosted services that process or interact with university information systems in any way require prior approval from Information Technology. Vendor-hosted and locally managed technology solutions processing university data also require approval through MIDAS.

Purchase of certain large-scope enterprise systems may also require additional commitments and planning, such as when solutions impact the business processes, workflows, budgets, and services of multiple divisions, or when cross-divisional agreement and funding commitments are required. In these situations, the Vice President of Information Technologies and Chief Information Officer (VPIT/CIO) will engage the IT Governance Executive Council's appropriate members, or the entire Council as appropriate, to obtain agreement on these technology directions and purchases.

Procedures for purchasing all types of information technology, from personal computers to enterprise systems, are included below.

## 2. SCOPE

This policy applies to all university employees and covers every acquisition of information technology, including software, hardware, consulting, and vendor-hosted services. The policy applies to all methods of acquisition, whether purchased, leased, donated or acquired in some other manner.

## 3. JUSTIFICATION

The approval process is necessary to ensure Ball State University's technology assets meet requirements for regulatory compliance, integration, security, and fit within the strategic plan for the University's technology portfolio.

## 4. PROCEDURES FOR TECHNOLOGY PURCHASE OR ACQUISITION

Most purchases for individual employees can be completed from the pre-approved lists of computer hardware and software described below. Additional approval is not needed when using pre-approved lists or when using a custom quote provided by Information Technology. All information technology solutions not covered by the individual-use category are categorized as "enterprise technology" and fall into the enterprise technology purchase category. These categories are described more fully below:

### A. TECHNOLOGY USED BY INDIVIDUAL EMPLOYEES

All personal computers, tablets, laptops, desktop computers, and other similar devices must be

purchased through Information Technology approved sources when paid for using any type of university funds.

Technology in this category includes individual-use software and hardware for use by a single employee, or in a department office, such as laptops and desktop computers, keyboards, mice, monitors, and other items.

In-stock items may be purchased directly from the [Technology Store](#) in Bracken Library. Many other items can be directly ordered through [SciQuest](#) using pre-negotiated contract pricing. Custom-quoted options for supported brands and models are also available. Please contact the Technology Store via email [techstore@bsu.edu](mailto:techstore@bsu.edu) or by phone at 765-285-4104 for help and additional information.

## B. PROCEDURES FOR ENTERPRISE TECHNOLOGY PURCHASES

All technology solutions that exceed the scope of individual use described above are considered enterprise technology solutions. All such systems and services, regardless of how provided or purchased, must be procured through Information Technology.

Acquisition or replacement of enterprise systems requires Information Technology approval and must meet established standards for IT governance, data governance, and university procurement. Technology solutions must fit into the University's technology portfolio, which seeks to avoid duplication and maximize the return on our collective technology investment. All enterprise technology solutions processing university data also require approval through MIDAS.

The [Enterprise Project Support Office \(EPSO\)](#) is responsible for ensuring compliance with all university policies and procedures related to the acquisition of enterprise systems and will coordinate all required steps in the approval process.

Before beginning an evaluation or investigation of enterprise technology solutions, contact the EPSO by filling out a [project request form](#), or contact the EPSO by email at [eps@bsu.edu](mailto:eps@bsu.edu) or by phone at 765- 285-6275.

The amount of lead time needed for technology requests is largely dependent on the scope of the request. If you have time constraints, please share these when you make your request or during the initial consultation with the EPSO. The EPSO staff will work with you and help set a realistic project timeline and will also help coordinate the involvement of other university offices, vendors, and resources to meet the timeline we work with you to develop.

## 5. EXCEPTIONS

Exceptions to this policy may be granted in writing by the VPIT/CIO on a case-by-case basis.