



Policy # 56009

INFORMATION TECHNOLOGY PROCUREMENT POLICY

Effective Date: March 2012

Revised Date: February 6, 2023

Responsible Office: Information Technology Center

Division: Finance

I. PURPOSE/OBJECTIVE

The purpose of this policy is to provide a framework for the procurement of information technology hardware and software within Grambling State University and follow the guidelines of the [Information Technology Center Procurement Procedures](#).

II. STATEMENT OF POLICIES

The scope of this policy includes all faculty, staff, and students of Grambling State University. The Associate Vice President for Information Technology has the responsibility for approving technology for all university technology purchases. Grambling State University has standards in place for desktop software, operating systems, computer networks and computer hardware and peripherals, such as printers. The computer hardware and peripherals can be found on the ITC Standard Quotes web page. This standardization is essential as it allows Grambling State University's Information Technology Center (ITC) to provide quality IT service.

Enforcement

The ITC reserves the right to reject any IT hardware and software purchased outside the guidelines stipulated in this policy where the installation of such equipment/software would be detrimental to the operation of the Grambling State University IT infrastructure.

III. SANTIONS

The ITC will be responsible for reporting any breach of this policy to the respective Vice President.