

<b>Policy Number</b>	709 000
<b>Policy Title</b>	Technology Acquisition and Decommissioning Policy
<b>Responsible Officer</b>	Vice President of Information Technology
<b>Responsible Office</b>	Office of Information Technology
<b>Summary</b>	Policy to establish governance on acquisition technology hardware and software throughout the organization.
<b>Definitions</b>	Enterprise System - Hardware or software centrally used by departments and supported by IT, residing in the university's information and technology ecosystem and/or containing institutional data for academic operations.
<b>Approving Body</b>	Administrative Council, Academic Council
<b>Approval Date</b>	Admin C (01.17.2024), Aca C (02.09.2024)
<b>Last Revision</b>	February 22, 2024 *(Administrative Edit)
<b>Re-evaluation Date</b>	Spring 2027
<b>Departmental Impact</b>	All CIU and BLS departments that acquire technology connected to the corporate network.

*Failure to follow the following policy may result in disciplinary action, including termination of employment.*

### Policy Statement

This policy establishes governance framework and requirements for the appropriate and regulatory compliant acquisition and decommissioning of technology hardware and software used throughout the organization.

### Rationale

The Office of Information Technology evaluates all technology hardware and software acquisitions by CIU departments to ensure good stewardship of technology usage and costs. Software to be evaluated also includes cloud-based software platforms. University departments must submit all technology acquisition and decommissioning requests to the Office of Information Technology.

This policy promotes the following benefits to the organization:

- A. Control of technology purchasing and costs
- B. Improved visibility, security and stewardship of technology acquired
- C. Governance to vet, approve, and deny technology
- D. Reduced duplication of technology
- E. Improved technology inventory and utilization reporting
- F. Reassignment of computers effectively to areas most in need
- G. Ability to forecast the impact of future software changes on the existing environment
- H. Governance to decommission technology

### Scope

This policy applies to all technology that is acquired for purposes of conducting business within the organization.

This policy applies to all technology hardware and software such as, but not exclusive to:

- computers
- monitors
- computer software

- cloud applications (e.g., online applications/subscriptions provided by third-party vendors)
- phones
- external drives
- printers/scanners
- cameras
- audio/visual equipment (e.g., projectors, smartboards)
- TVs
- devices that are WiFi/Network enabled (e.g., HVAC controls)
- servers
- networking appliances (e.g., wireless access points)

For a comprehensive list of technology impacted by this policy, visit the [IT Purchases](#) page.

### **Policy**

Below outlines the policy regarding the acquisition and decommissioning of technology hardware and software within the organization.

- I. Funding for all technology shall be centralized and managed by the Office of Information Technology. Departments may be charged for technology not funded by the central budget.
- II. The IT Architecture Subcommittee, in collaboration with the CFO's office, shall establish a secure and regulatory compliant process to evaluate all hardware and software prior to acquisition by departments.
- III. The IT Architecture Subcommittee shall establish approved standards for the university, published on the [IT Standards](#) page.
- IV. The IT Architecture Subcommittee shall establish a secure and regulatory compliant process to decommission technology used by the university.

### **Policy Procedures**

The following are rules for the acquisition and decommissioning of technology within the organization.

- Departments must request technology hardware and software through the Technology Request Form, which can be found on the [IT Purchases](#) page or in the IT Ticketing System. Requests must be made for all paid and free software. Free software available for download must be submitted also, unless indicated otherwise on the [IT Purchases](#) page.
- The IT Architecture Subcommittee shall evaluate requested technology for supportability and compatibility with the existing infrastructure, security risks, and licenses/term agreements.
- The IT Architecture Subcommittee shall develop a Technology Review Report for all technology acquisitions that exceed \$5,000 prior for the CFO's evaluation. Any technology request exceeding \$5,000 that is not accompanied by a Technology Review Report may not be approved by the CFO.
- Technology (e.g., computers) donated to the university must be reviewed and approved by the IT Architecture Subcommittee prior to being used for business purposes.

- The IT Architecture Subcommittee shall establish and maintain an annual technology refresh cycle plan for the organization to govern and establish dates when such devices are scheduled for replacement.
- The Office of Information Technology shall be responsible for performing asset management activities upon arrival of technology, including asset tagging and inventorying.
- Departments must not sell or dispose of organization-funded technology without submitting such requests through the Office of Information Technology.
- All purchase inquiries for older hardware shall be submitted to the Office of Information Technology. Decisions for hardware ownership to be transferred to employees personally must not be made without the authorization of IT Architecture Subcommittee.
- To demonstrate adherence to industry technology frameworks (e.g., COBIT, NIST) and compliance with laws (e.g., Gramm Leach Bliley Act - GLBA), the IT Architecture Subcommittee shall facilitate auditing and asset reporting to internal organization officials and external regulatory agencies for fiscal and data stewardship.
- To ensure awareness of this policy and associated standard operating procedures and plans that align with this policy, the Office of Information Technology shall conduct annual IT purchase seminars with supervisors and the appropriate office staff that handle purchase requests for their respective departments.

If you have questions or are unsure how to complete the request form, contact [itadminassist@ciu.edu](mailto:itadminassist@ciu.edu) or visit the [IT Purchases page](#).

### **Policy Adherence**

Failure to follow this policy can result in disciplinary action as provided in the CIU Faculty/Staff Handbook and Disciplinary action for not following this policy may include termination, as provided in the applicable handbook.

### **Hyperlinks/References**

[www.ciu.edu/policy](http://www.ciu.edu/policy)

[Information Security Management Policy](#)

Device Refresh Plan

### **Revision Table**