Overview

CSBS Information Technology purchasing must be managed to ensure compatibility and to control costs of the technology and services requested.

Purpose

The purpose of this policy is to define standards, procedures, and restrictions for the purchase of all IT hardware, software, computer-related components, and technical services purchased with college funds.

Purchases of technology and technical services must be approved and coordinated through the CSBSIT Team.

Scope

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

- Desktops, laptops, tablets, 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

Policy Detail

All hardware, software, or components purchased with college funds are the property of the State of California. This also 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 CSBSIT Team, via the online form, for purchase approval. If the requested item is already in inventory, then it will be made available to the requestor, if it meets organizational unit goals.

For purchases within IT

Purchasing within the CSBSIT Team falls under four general categories.

- **Standard Items**
    - o Purchase of items, which have been pre-approved by campus IT.
    - o The standard items list contains preapproved vendors and products which CSUSB has standardized. Standard items have been proven to be both supportable by CSBSIT, as well as cost effective.

- **Non-Standard Items**
  - Purchase of non-standard items/services, which are not classified as capital expenses, such as non-standard hardware/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 CSBSIT.
  - Individuals requesting non-standard items for purchase can suggest a potential vendor if a pre-existing relationship exists between that vendor and CSUSB.
- **Capital Expenses**
  - Purchase of non-standard capitalized hardware, software, or equipment.
  - Capitalized expenditures, defined as hardware, software, or equipment above $3,500.00 which are capitalized by the Dean's Office, must go through the Dean for approval. These purchases may only be requisitioned by department chairs. The purchase selection process for these expenditures will be evaluated by the Dean's Office.
- **Employee Purchasing**
  - Items that have been purchased with personal credit cards or funds will have limited support from the CSBSIT Team.
- **Miscellaneous Purchasing**
  - Purchase of any hardware or equipment under $300, will not need approvals from CSBSIT.
  - These items may be purchased by the department.
  - Consulting with the CSBSIT Team before purchase is strongly recommended.

System replacement

Major technology purchases are approved through the budgetary process. Equipment replaced during 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.