



**Policy Series #: 1000-ADM (Administration); 2000-HRO (Human Resources/OD);  
3000-STU (Student Affairs); 4000-ACA (Academic Affairs)  
5000-SAF (Health & Safety); 6000-IFT (Information Technology)  
(Assigned after approval)**

**Type:**  Student       College-wide       Academic/Education

**Name of Policy: Information Technology equipment purchasing**

**Purpose:** *To ensure compatibility, help with cost savings and to provide quality maintenance services, South Central College will standardize information technology equipment purchasing and installations to the most reasonable extent possible.*

**Applicability:** All employees

**Definitions** *(if needed):* Information Technology equipment shall include all hardware and software that is computer, electronic or network-connected, including but not necessarily limited to workstations, laptops, tablets, peripherals, telephones, copiers, etc. Peripherals are any component that is connected to a computer by corded or cordless communication, such as printers, monitors, keyboards and mice.

**Does this policy have a procedure?**  Yes     No

**List related policies, procedures or plans here (if any): Business Office purchasing procedures**

**Procedure:** *All employees of SCC who wish to purchase computers or computer-related technology must first make their request to SCC Information Technology Services (ITS) by submitting an IT Help Desk Ticket. ITS staff will research appropriate options, and once the end-user has made a decision, ITS will initiate the purchasing and installation procedures.*

*Regardless of department or funding source, the Business Office will reject any purchase requisitions for IT equipment (hardware and/or software) that have not first been approved by ITS. Additionally, no non-ITS employee should purchase IT equipment using a credit card.*

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Policy Owner: VPFO and CIO

Policy Owner Contact Number:

Date of Initial Review by President's Senior Cabinet: (Insert Date)

SG Review (if applicable):       Yes     No       N/A

AASC Review (if applicable):       Yes     No       N/A

Cabinet Review (if applicable):       Yes     No       N/A

Date of Final Approval / Policy Adoption: (Insert Date)

Date & Subject of Revisions: (Insert Date)