

NUMBER: IT 1.00  
SECTION: Information Technology  
SUBJECT: Information Technology Procurement  
DATE: February 1, 1995  
REVISED: August 24, 2010  
Policy for: All Campuses  
Procedure for: All Campuses  
Authorized by: William F. Hogue  
Issued by: Office of Information Technology

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#### Background:

This Information Technology (IT) policy is designed to support the Academic, Research and Administrative missions of the University of South Carolina. The IT procurement policy framework for acquisition and IT deployment at USC includes broad consideration in providing maximum flexibility in IT utilization while yielding to the following overarching business and efficiency principles:

1. Seek first to provide maximum value to the USC campus system, then campus, then college, then departmental organizations and individuals.
2. Adhere to established Information Technology standards established by the Office for Information Technology.
3. Utilize existing University Information Technology resources, assets and services before non university services are considered.
4. Protect against un-authorized un-funded mandates.
5. Where there are conflicting priorities, provide a means for resolution.

#### I. Policy

##### Information Technology Procurement:

All University Information Technology procurements require approval by authorized personnel established by the Office for Information Technology. The Office of Information Technology will provide to the Purchasing department a list of authorized personnel and will update this list as needed, or annually during the annual budget process.

## II. Procedure

### A. Purchase Requests – Information Technology Approval Process

1. To expedite approvals of Information Technology purchasing requests, seek assistance from qualified IT personnel to assist in preparing Purchase Requisitions for expenditures on information technology.
2. Purchase Requisitions will follow the normal authorizing procedures from the department head submitted to the Purchasing department where a Purchasing agent will facilitate the IT approval process.
3. Purchasing will work with the authorized IT approval personnel to either review and approve IT purchasing requests or to defer IT purchasing requests with identified guiding principle conflicts. All approved IT purchasing request will be processed in accordance with State and USC Purchasing guidelines. All deferred IT purchasing requests will be returned to originating departments with explanation of identified issues needing further clarification.

### B. Requirements for the USC IT Approval:

1. Compliance with policy guiding principles, or
2. Documented waiver explanation for unique requirements (only necessary with established conflicts with guiding principles) and written approval from authorized IT approving personnel.

### C. Exemptions

1. Any process or IT procurement waivers for exemption from the approval process must be issued in writing to Purchasing from the authorized IT approver and on file with the Purchasing department. These waivers will be time limited and must be renewed in writing.
2. All waivers expire annually at the end of each established budget year.
3. IT for independent Research, Grants, or Law Enforcement systems that do not interface or require data from sources defined in the Data Access policy or interfacing with any other University IT enterprise or Administrative system may request in writing exemption from this policy through authorized IT personnel.

### D. Definitions

1. Information Technology at USC includes the following:

Any technology hardware, software or service that helps to produce, manipulate, store, communicate, and/or disseminate information electronically. Examples include but not limited to:

- Any telecommunications (wired or wireless)
- Any electronic networking
- Any photography
- Any video
- Any Internet based products and services
- Programming, database products and services
- Graphic Arts – limited to Information Technology support
- Classroom Instructional Technology

2. Any implementation or support services related to the above.

### III. Related Policies

See also:

University Policy BUSF 5.00 Property Accountability

University Policy BUSF 7.00 Purchasing

University Policy IT 1.06 Use of Information Technology Resources

### IV. Reason for Revision

Policy revised to reflect current practices and to repeal DLIS 1.50 Computer-Related Hardware Maintenance & Desktop (Workstation) Support Contracts.