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| **PROCEDURE NUMBER:** | IT 1.00 Procedure |
| **SECTION:** | Division of Information Technology |
| **SUBJECT:** | Information Technology Procurement |
| **DATE:** | February 1, 1995 |
| **REVISION:** | January 12, 2026 |
| **Procedure for:** | USC System |
| **Authorized by:** | Vice President for Information Technology and Chief Information Officer |
| **Issued by:** | Division of Information Technology – VPCIO Office |

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**Procedure**

The Division of Information Technology, VPCIO Office, will ensure compliance with IT 1.00. This procedure is applicable to campuses, units, departments, centers, and administrators at the University who are involved with the USC System. The purpose of this procedure is to supplement the associated policy by providing additional detail regarding Information Technology Procurement.

**A. Purchase Requests – Information Technology Approval Procedure**

1. Engage with your Executive Leadership and the Executive Data Governance Council to determine if your purchase request aligns with strategic priorities of the university.
2. Review the USC IT Contracts Database to determine if a contract already exists for the desired purchase.
3. Utilize the USC IT Purchase Portal to initiate an IT-related purchase and seek assistance from qualified IT personnel to assist in preparing Purchase Requisitions for expenditures on information technology.
4. 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.
5. All approved IT purchasing requests 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 all university, state and federal requirements.

2. Compliance with IT. 5.00 Digital Accessibility policy.
3. Compliance with all information security and data protection requirements, as outlined in IT 3.00 Information Security and UNIV 1.52 Responsible Use of Data, Technology, and User Credentials.
4. Completion of risk assessment and data use approval by relevant USC Data Steward, as defined in UNIV 1.51 Data and Information Governance.
5. Provide maximum value to the USC system and aligns with the Information Technology strategic priorities as defined by the Executive Data Governance Council.
6. 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 requested in writing and approved by the VPCIO. These waivers will be time limited and must be renewed in writing.

**History of Revisions:**

| DATE OF REVISION | REASON FOR REVISION |
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| March, 2016 | Policy reviewed; no substantive revisions required |
| January 12, 2026 | New requirement to engage with Executive Leadership and the Executive Data Governance Council; introduced USC IT Contracts Database and the USC IT Purchase Portal. Procedure is now separate from policy. |