1.0 Overview

Technology plays a key role in academic pursuits, research endeavors, daily operations and administrative functions. The rapid expansion of technology in all aspects of the university provides opportunities for academic innovation, collaboration, and increase administrative efficiencies. Coordinating technology purchases allows the university to maximize its technology investment by utilizing existing services when appropriate and sharing expertise between departments.

2.0 Purpose

The purpose of this policy is to utilize University Information Services’ expertise to help purchasers make technology purchases that best benefit the university and avoid potential problems. UIS can help purchasers purchase the most cost effective technology and the technology UIS is best able to support, as well as avoid potential incompatibilities and legal issues. The policy also ensures that technology that needs to be tracked is recorded in UIS property databases and that the ownership of technology is clear.

3.0 Scope

This policy applies to all Pacific University employees and students.

This policy applies to any technology (see Definitions, below), software, data or information service (see Definitions, below) that is paid for with university funds, including grant funds. Some parts of this policy (those that deal with technology ownership, lifecycle replacements, computer growth and asset tagging) also apply to technology that has been donated to the university.

4.0 Policies

4.1 Pre-Purchase Consultations

Purchases require a consultation with UIS before purchasing if they meet any of these qualifications:

- Subscriptions to and renewals (annual, monthly, etc.) of online services.
- Computer software (does not include apps purchased from a mobile device app store).
- Computers and tablets.
- Devices with the intent to connect them to wired or wireless networks.
- Technology with a cost of $5,000 or more.
- Technology which requires UIS’ aid to deploy.
Budget authorities are required to submit a statement to the Business Office when processing receipts for technology purchases stating either that UIS authorization was given, or that this technology is of a type that does not require a pre-purchase consultation. For more details, see the following Knowledgebase Article:

https://helpdesk.pacificu.edu/kb/article/90-Technology_Purchasing_Pre-Purchase_UIS_Consultation

4.2 Technology Ownership

All technology purchased with university funds, including grant funds, is owned by the university. UIS has final say on how and where technology is deployed and how and when it is discarded. For more details, see the following Knowledgebase Article:

https://helpdesk.pacificu.edu/kb/article/93-Technology_Purchasing_Technology_Ownership

4.3 Lifecycle Replacements

UIS has a budget for the annual replacement of computers, taking place each summer, with priority given to the primary computers of full-time employees. Computers may also be replaced via departmental funds or replaced with used computers from UIS stock. All old computers that have been replaced with newer computers are returned to UIS for reuse or disposal. For more details, see the following Knowledgebase Article:

https://helpdesk.pacificu.edu/kb/article/94-Technology_Purchasing_Lifecycle_Replacements

4.4 Computer Growth and New Employees

To keep the number of computers it supports at a manageable level, UIS requires that in most situations where a new computer is purchased, an older computer is returned to UIS. The Chief Information Officer makes the final decision on exceptions to this practice. New employees are expected to use the computers of their predecessors. New employees for new full-time positions will generally receive new computers paid for from the startup budgets for the program or position. UIS maintains a small contingency fund for cases where no such budget exists. For more details, see the following Knowledgebase Article:

https://helpdesk.pacificu.edu/kb/article/96-Technology_Purchasing_Computer_Growth_New_Employees

4.5 Asset Tagging

UIS places asset tags on, and keeps records of, all university owned technology with a total cost of $5,000 or more, that may be eligible for UIS funded lifecycle replacements, that has the potential to connect to the wired or wireless networks or that is at a significant risk for theft or loss. Special tags are used to designate technology items deemed to be “fixed assets” by the Business Office. Users of technology are required to inform UIS of changes to the location, usage or employee responsible for tagged technology. For more details, see the following Knowledgebase Article:
4.6 Who Pays For What

The responsibility to pay for technology, including repairs and consumable supplies, is split between UIS and the departments using said technology. Generally, UIS pays for lifecycle replacements of computers and networked workgroup laser printers, and repairs to networked workgroup laser printers. Most other technology, repairs and supplies are paid for by the departments using the equipment. For more details, see the following Knowledgebase Article:

https://helpdesk.pacificu.edu/kb/article/92-Technology_Purchasing_Who_Pays_For_What

4.7 Home Use

When technology is needed in a location not supported by UIS, including an employee’s home, departments should complete a one-time supplemental pay request and submit it to the payroll office to be added to the employees paycheck in the next pay cycle. The technology is purchased and owned by the employee and the employee is responsible for support and maintenance. For more details, see the following Knowledgebase Article:

https://helpdesk.pacificu.edu/kb/article/91-Technology_Purchasing_Home_Use

5.0 Enforcement

Individuals not following this policy may be personally liable for costs associated with those purchases. The departmental budget manager or direct supervisor will be contacted to take appropriate action on a violation.

6.0 Definitions

- **Technology** is herein defined as any computer, computerized device, audiovisual device, or device that works with or as part of a computerized device or network.

- **Information Services** are herein defined as any software, data, web or Internet based service that is paid for.

7.0 Revision History

Original policy created February 19th, 2015.

8.0 Approval

Approved by the Chief Information Officer on February 19th, 2015.