



**UAR NUMBER:**

**TITLE:**

**ORIGINATOR(S):**

**INITIAL ADOPTION:**

**REVISION DATE(S):**

**AUDIENCE: (SELECT ALL THAT APPLY)**

FACULTY

STAFF

STUDENTS

VENDORS

OTHER (SPECIFY):

**PURPOSE:**

**SCOPE:**

**DESCRIPTION (INCLUDE DEFINITIONS):**

**RESPONSIBILITY:**

The Office of Information Technology shall have consulting responsibility for acquisition (a), maintenance, and de-acquisition of specified technology resources (b). The Office of Information Technology will be the facilitator for the development and maintenance of appropriate guidelines and procedures by which the University will acquire, maintain, and dispose of specific technology resources. Appropriate academic and administrative user groups will assist in the development and maintenance of comprehensive technology support standards.

**OBJECTIVES:**

To route all technology acquisitions through the Office of Information Technology 1) to ensure a pre-purchase consultation providing information on service/support levels that are available for the technology to be purchased; 2) to achieve economies in financial expenditures and support services; 3) to facilitate effective inventory tracking of all University technology assets; and 4) to ensure said acquisition will function within MSU's technology infrastructure.

For the purpose of this document, the following definitions apply:

**TECHNOLOGY TYPES/CATEGORIES:** While the types/categories of technology which are to be reviewed will change over time, this refers to such technology as software, microcomputers, LCDs, printers, and peripherals. A current list of types/categories will be maintained on file in the offices of Procurement Services and the Office of Information Technology and made available electronically to all University departments.

**PREFERRED BRANDS AND MODELS:** Includes specific hardware models or software revision levels of technology supported by the Office of Information Technology. A complete list of preferred brands and models will be maintained on file in the offices of Procurement Services and Information Technology, as well as being made available electronically to all University departments.

**SUPPORT:** Includes the testing, installation, troubleshooting, service contract support, and/or training related to a particular technology. The extent of support will depend upon the technology and subject to University policy and contractual and/or warranty requirements. Service Contract Support specifically means providing alternatives for the repair and maintenance of technology equipment.


**NETWORK:** All equipment, software, transmission facilities, communications cabling and wireless access points owned or leased by the University which has as their primary purpose the transmission of electronic messages/signals.

**GENERAL INFORMATION:**

1. The Office of Information Technology, involving appropriate academic and administrative user groups and standing committees, shall define and maintain a list of technology types which fall under the requirement of purchasing and support procedures within this UAR. These types shall be maintained and on file in the offices of Procurement Services and Information Technology as well as being available for on-line viewing.
2. The Office of Information Technology, involving appropriate academic and administrative user groups and standing committees, shall define and maintain evaluation criteria and procedures from which an inventory of preferred brands and models will be identified. The list of preferred brands and models will represent those technologies supported by the Office of Information Technology. Accordingly, this listing shall be

**APPROVED BY:**

VICE PRESIDENT:

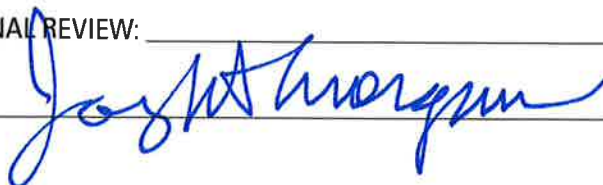


DATE: 7-9-18

APPROPRIATE INSTITUTIONAL REVIEW:

DATE: \_\_\_\_\_

PRESIDENT:



DATE: 7-9-18

**DESCRIPTION (CONTINUED):**

**DESCRIPTION (CONTINUED):**