

**NORTHWEST VISTA COLLEGE
PROCEDURE**

Procedure Number: CS 001
Procedure Title: Technology Purchases

I. Purpose

This procedure is to facilitate the purchase and delivery of equipment and software on campus while verifying compliance to the Northwest Vista College Technology standards.

II. Procedure Statement

A. Purchasing of Budgeted or Unbudgeted Technology

- a. All Technology and software purchases are to be submitted through a purchase request as a budgeted or unbudgeted request
- b. Budgeted Technology request will be managed as a first come, first serve through the Northwest Vista College purchase request system
- c. All Unbudgeted technology request are subject to approval by Northwest Vista College Administration, prior to processing

B. Purchasing of Equipment within the scope of the Technology Replacement Plan will be automatically done by Information Technology & Communication department.

- a. All Technology and software purchases that are part of the Technology Replacement Plan are to be submitted through a purchase request by the Information & Communication Technologies Department.
- b. The equipment purchased will be standardized equipment set by the Technology standards
- c. All deliveries of technology and software purchases will be directed to the Information Technology Department where they will be scheduled for delivery or installation.

C. Technology Purchasing of Equipment outside the Technology Replacement Plan

- a. Items purchased outside of the Technology Plan must be replaced through their original funding source.
- b. Technology items not on the Technology Standard are subject to review by the Information & Communication Technologies through a purchase request
- c. Deliveries of technology and software purchases are to be directed to the Information Technology Department where they will be scheduled for delivery or installation.

Contact for Interpretation: NVC I&CT Director

Relevant Board Policy: C.1.5 Purchasing and Acquisitions

Relevant SACSCOC Principle:

Last Updated: September 6, 2016

Approved:



Vice President for College Services