



## XAVIER UNIVERSITY

### Information Technology Acquisition and Disposal Policy

Effective:	5/28/2019
Last Updated:	5/28/2019
Responsible University Office:	Information Technologies
Responsible Executive:	VP, Provost and Chief Academic Officer
Scope:	Faculty and Staff

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#### A. REASON FOR POLICY

The purpose of the Information Technology (IT) acquisition and disposal policy is to ensure the procurement of IT hardware, software and services and disposal of IT equipment follow established best practices, comply with regulations and policies; ensure compatibility with existing systems; and provide maximum benefits to Xavier University.

#### B. POLICY

Information Technologies is the central acquisition authority for all University technology equipment, software and consulting services.

Information Technologies' mission includes helping Xavier University make good technology acquisition decisions. IT must be engaged in acquiring or subscribing to software, hardware or web solutions or technology consulting services in order to assess benefits, risks and impact of the acquisition. As such all technology acquisitions at Xavier University are reviewed and require the approval of the Associate Provost and Chief Information Officer ("CIO") prior to issuance of a purchase order and installation. The CIO may reject proposed acquisitions of technology for compliance reasons.

Compliance with this policy will ensure:

- Compliance with government regulations such as FERPA, HIPPA, GLBA, PCI, ADA, and GDPR.
- Compliance with all Information Security policies and contractual obligations.
- Compliance with the Electronic Information Technology Accessibility Policy.
- Negotiations of best terms for service offerings, service level agreements and price.
- Successful integration strategies with other systems.
- Support for efficient operations.

This policy applies to all technology resources and related services owned, used or operated by the University, regardless of the source of funding, location or intended purpose. These

resources include but are not limited to: computers, servers, tablets, wearables, software, software subscriptions, technology services, maintenance contracts, peripheral equipment (e.g. printers, scanners, etc.), networked devices, audiovisual, display and projection equipment, surveillance equipment, and door locking, alarm, and environmental monitoring equipment.

### **IT Equipment Disposal**

The University is committed to recycle all electronic waste (e-waste) in an environmentally safe manner. Information Technologies is responsible to ensure that technology related e-waste is disposed in accordance with this University commitment. E-waste is defined as an outdated or non-working electronic device that plugs into a wall, runs on batteries, or solar power. To determine if an item is considered e-waste please contact the Information Technologies Helpdesk.

Under no circumstances should e-waste be disposed of in general garbage. Information Technologies will dispose of the IT equipment considered e-waste for you via a request to the Information Technologies Helpdesk. NOTE: Xavier computers are not “For Sale” at end of life for employees due to software licensing agreements.

### **P-cards and Check Requests**

University purchasing credit cards (P-cards) and check requests are not to be used for technology purchases unless specifically authorized by IT and Purchasing in advance of the purchase. All hardware, software, or other technology purchases will be declined and will not be funded.

### **Ownership**

All hardware, software, or other technology purchased with University funds are the property of the University.

## **C. PROCEDURE**

### **Acquisition**

1. In order to coordinate and standardize on technology equipment and software acquisitions, email [ITAcquisitions@xavier.edu](mailto:ITAcquisitions@xavier.edu) with a description of your request. You will be contacted within one business day to confirm receipt of the request.
2. Depending on what you are acquiring, IT will initiate the process by engaging the resources to advance your project. Types of acquisition projects include:
  - Major RFP type purchases
  - Non RFP purchases where the vendor is identified
  - Contract renewals
  - Hardware or device purchases
  - Software subscription/software purchase
  - Technology consulting services
  - Providing free software for use by employees or students
3. If the solution requires a purchase, you will create a non-catalog order in XavierBuy, attach the quote as an “external attachment”, provide a brief business explanation and input the appropriate IT account number.

#### **D. RELATED UNIVERSITY POLICIES AND PROCEDURES**

- [Acceptable Use of University Computers and Network Systems](#)
- [Computer Replacement and Refresh Policy](#)
- [Electronic and Information Technology Accessibility Policy](#)
- [Information Security Policy](#)
- [Policy on the Privacy of Electronic Information](#)
- [Policy on User Accounts](#)
- [Web Privacy Policy](#)

#### **E. HISTORY**

This policy replaces the previous Information Technology purchasing policy approved on 1/19/2015.