

POLICY 2.66: TECHNOLOGY ACQUISITION

This policy ensures that all technology acquisitions, including hardware, software and cloud-based services, are vetted, approved and supported by Information Technology. It promotes fiscal responsibility, data security, interoperability and institutional compliance with applicable laws and standards.

This policy applies to all departments, faculty, staff, contractors and other authorized users seeking to acquire or renew technology solutions that will be used at or on behalf of Sandburg. This includes but isn't limited to:

- Computer hardware and accessories
- Software applications and subscriptions
- Cloud services and SaaS tools
- Network-connected devices
- IT services involving data processing or storage

All technology purchases must be initiated and approved through Information Technology using the college's Technology Acquisition Request Form. The following requirements must be met prior to acquisition:

- Security and compliance Review
- IT vendor compliance checklist
- Compatibility assessment
- Redundancy check
- Contract and licensing review

Exceptions

Any exceptions to this policy must be reviewed and approved in writing by the chief information officer. Emergency purchases are subject to post-review and documentation within 10 business days.

Enforcement

Failure to adhere to this policy may result in delayed purchases, denial of support or removal of non-compliant technology from the college environment. Repeat violations may be escalated to supervisory authorities.

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