

	<b>UNIVERSITY OF DENVER POLICY MANUAL TECHNOLOGY ACQUISITION</b>	
<p><b><u>Responsible Department:</u></b> Information Technology</p> <p><b><u>Recommended By:</u></b> Vice Chancellor of Information Technology and Chief Information Officer, Provost, SVC Business and Financial Affairs</p> <p><b><u>Approved By:</u></b> Chancellor</p>	<p><b><u>Policy Number</u></b> IT 13.10.040</p>	<p><b><u>Effective Date</u></b> 4/4/2023</p>

## I. INTRODUCTION

This Policy establishes the rules for acquisition and use of Technology on University information systems.

## II. POLICY OVERVIEW

- A. The acquisition of any Technology by the University, including any department of the University, requires the prior written approval of the Information Technology Department (“IT”).
- B. IT will identify and publish approved Technology and provide procedures for Technology acquisition.
- C. IT may establish requirements for tracking the University’s Technology assets that are in addition to, and more stringent than, the requirements of other University policies (See e.g. University Policy FINA 2.30.050 – *Property Control*). .
- D. IT will make available lists of approved Technology on each of the [Software Catalog](#) (For software Technology) and the [Computer Procurement portal](#) (For hardware Technology).
  - 1. Faculty and staff may acquire and use Technology that appears on the applicable approved list.
  - 2. If a faculty or staff member wants to use a Technology that does not appear on the applicable approved list, the faculty or staff member must submit a request to the [Technology Solution Center](#) for evaluation of the Technology and its business requirements. This process applies to hardware, licensed software applications, shareware, freeware, trial programs, and other

software. The Technology Solution Center will evaluate requests and update the approved technologies list on an as-needed basis.

- E. Only approved Technologies can access University networks and systems. (See Policy IT 13.10.010 – *Use of Computer Networks and Systems*)
- F. The [Technology Solution Center](#) may make an exception to this Policy for specific faculty or staff members.

### III. PROCESS OVERVIEW

A. Software installations. All installations of software on University equipment must be reviewed and approved by the University Information Technology division (“IT”) prior to installation.

B. All prospective Technology purchases must meet the following requirements:

1. Hardware Procurement:

- a. The **Computer Procurement** portal shall be used to order new computers. The Procurement portal features a variety of standard computer configurations.
- b. Audio Visual technology for learning and collaboration spaces shall be purchased through the request form within the [Digital Media Services](#) webpage.

c. Hardware included with

above five thousand dollars (\$5,000) or that capture, store, or process institutional data (as determined by the Technology Solution Center) shall go through a review of vendor terms and conditions. Only specific authorized agents of the University can agree to terms and conditions or enter into contractual agreements on behalf of the University. See Policy FINA 2.10.030 – *Limits of Authority*.

**C. Standard, approved Technology, and services**

1. IT will establish and maintain a list of published, approved computer Technology, acceptable standards, lists of approved software, and approved vendors.
  
- 2.



**G. Budget Request and Tracking**

1. All Technology requests that will impact multiple units, should be a joint

