**Information Technology Purchases SS/PPS No. 05.02**

**Issue No. 4**

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**Effective Date: 10/24/2018**

**Next Review Date: 09/01/2024 (E4Y)**

**\*Sr. Reviewer: Director, Student Success Technology Services**

**01. POLICY STATEMENT**

01.01 Texas State University is committed to supporting the educational mission of the institution through efficient information technology availability and support. The following procedures contribute to the fulfillment of this policy.

**02. PROCEDURES FOR INFORMATION TECHNOLOGY ACQUISITIONS IN STUDENT SUCCESS**

\*02.01 All information technology acquisitions and use of cloud-based services (including free services) in the Student Success Division must be approved through Student Success Technology Services (SSTS). Consultation should occur in the planning phase for such purchases.

02.02 Student Success has a divisional procedure for the acquisition of information technology hardware, software, and services. The purpose of this procedure is to ensure that:

1. acquisitions align with existing university policies and processes;

b. the greatest value in technology is acquired with the resources available within the division;

c. all equipment and software purchases are compatible with Texas State's computer systems;

d. high standard and optimum quality for the cost is purchased (i.e., low-end and earlier generation equipment is not purchased with divisional or departmental resources);

e. equipment provided to each workstation is compatible with the skills of the primary user and the level of production required of that job position; and

f. resources are equitably shared throughout the division.

**03. INFORMATION TECHNOLOGY TRANSFER POLICY PROCEDURES**

03.01 All transfers of information technology in Student Success must be approved by the SSTS Office and the respective Student Success Information Technology (SSIT) team department representatives. When the SSTS staff receive a request from a department, it is evaluated to identify the best solution for the office and the division.

03.02 Procedures

a. The SSTS staff serve as liaisons between the department requesting technology, other divisional departments, and the vice president for Student Success.

b. The SSTS staff receive all requests and evaluate and identify the costs associated with the new technology, compatibility with other university technology, and departmental needs.

c. Before receiving approval to purchase new technology, use of existing technology must be evaluated.

d. The SSTS staff and the SSIT team representative will review the priorities for used technology throughout their department and the division before making a recommendation to the vice president for Student Success.

**04. PROCEDURES FOR ACQUIRING SOFTWARE OR SERVICES**

04.01 The following procedures must be applied to ensure licensing compliance:

1. All software and services must be acquired by the department, the division, or be Texas State site-licensed software. (No personal software may be installed per [SS/PPS No. 04.07 Personal Technology Equipment Usage](https://policies.txstate.edu/division-policies/student-affairs/04-07.html)).

b. When evaluating software or services, departments should leverage the resources licensed and supported by the Texas State IT division, when possible.

c. If a department wishes to acquire software outside of existing Texas State standards, then the department should submit a formal request to their SSIT team representative and the SSTS staff that includes the following information:

1) Can the requested software accomplish tasks that currently-available software cannot?

2) Is the user unable to accomplish their job with current software?

3) Demonstrate a business case scenario for acquiring the software.

d. Users should consult their SSIT team representative and technical support staff before any new software or service is implemented.

**05. REVIEWERS OF THIS PPS**

\*05.01 Reviewers of this PPS include the following:

Position Date

Director, Student Success Technology September 1 E4Y

Services

Associate Director, Student Success September 1 E4Y

Technology Services

**\*06. CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Student Success policy and procedure from the date of this document until superseded.

Director, Student Success Technology Services; senior reviewer of this PPS

Vice President for Student Success