

Title/Subject: **INFORMATION TECHNOLOGY PURCHASES IN EXCESS OF \$25,000**

Applies to: faculty staff students student employees visitors contractors

Effective Date of This Revision: January 1, 2008

Contact for More Information: Office of Information Technology

Board Policy Administrative Policy Procedure Guideline

BACKGROUND:

The Information Technology (IT) landscape at CMU is a distributed one, and the ability to purchase IT hardware, software, consulting, and services is similarly distributed. In such an environment, it is prudent for the university to exercise control over those purchases that have substantial cost in order to determine that these purchases do not unnecessarily duplicate technologies or capabilities that already exist elsewhere at CMU. It is also important for the university to ascertain that proposed new technologies are compatible with its already-existent ones and that these technologies are able to enforce university policy, practice, or standards concerning data security.

POLICY:

It is the policy of CMU to review high-cost information technology-related purchases to ensure that they do not unnecessarily duplicate technologies already existing at CMU, are not incompatible with technologies already existing at CMU, and are able to enforce university policy, practice, or standards concerning data security.

PROCEDURE:

All purchases of information technology equipment, software, consulting, and services in excess of \$25,000 require review by the Vice President for Information Technology. In order to expedite the purchase, this review should be requested as early as possible in the purchasing process, preferably when the purchase is first discussed and certainly before competing products or vendors are evaluated. Under normal circumstances, the VP for IT will respond to the originating unit informally with three business days and will issue a formal recommendation within two weeks.

The formal recommendation of the VP for Information Technology relative to the requested purchase will be sent to the office requesting the purchase, the Director of Contracting & Purchasing, the senior officer in charge of the requesting office, and the appropriate Vice President.

In cases where the review suggests that the purchase under consideration is not appropriate, the Vice President may still approve the purchase by notifying the Director of Contracting & Purchasing, the Vice President for Information Technology, and the President. In that notification, the Vice President will include the reasons for not accepting the recommendation of the Vice President of Information Technology.

Central Michigan University reserves the right to make exceptions to, modify or eliminate this policy and or its content. This document supersedes all previous policies, procedures or guidelines relative to this subject.

Authority: M. Rao, President

History: No prior history

Indexed as: Information technology purchases; Hardware purchases; Software purchases; Computer purchases; Computer consulting services; Purchase of IT equipment & software