**PimaCountyCommunityCollegeDistrict
Administrative Procedure**

AP Title: **IT Hardware, Software, or
                                                   Service Acquisition**

AP Number: AP 9.01.11
Adoption Date:
Schedule for Review & Update: Every three years
Review Date(s):
Revision Date(s):
Sponsoring Unit/Department: Information Technology
Policy Title(s) & No(s).   Information Technology Resource
                                                    Management, BP 9.0

Legal Reference:
Cross Reference: Acceptable Use of Information
                                                    Technology Resources, AP 9.01.01;
                                                    Information Management Standard, AP
                                                    9.01.08; Purchasing, AP 4.01.05;
                                                    Purchasing Manual

PURPOSE

The purpose of this Administrative Procedure ("AP") is to inform members of
Pima Community College ("College") of their responsibilities regarding the
purchase or acquisition of IT hardware, software, or service(s). This AP defines
the process and guidelines for acquiring such hardware, software, or service(s) and
addresses issues resulting from non-compliance. It seeks to prevent situations
where departments or administrative units purchase these items or enter into
agreements that require Information Technology (IT) resources and support to
install or operate without involving the IT Department. IT resources and support
refers to programming, administration, networking, consulting, training,
troubleshooting, break/fix, configuration, support, server or other hardware
allocation, access to central data stores, or accounts such as directory or email.

SECTION 1: Definitions

"Cloud services" are infrastructure, platforms, or software that are hosted by third-party providers and made available to users through the Internet.

SECTION 2: Procedure and Responsibilities

Baseline Requirements:

2.1.   College employees must follow all College purchasing policies and procedures for technology, including purchases with grant funds. Employees should refer to the Purchasing Manual for additional information.

2.2.   Department P-Cards should **not** be used for any software, hardware or Cloud-service subscription purchases.

2.3.   IT approval is required **prior** to any IT purchase. The following constitutes an IT purchase:

   2.3.1.   Any software or Cloud service.

   2.3.2.   Any computer equipment and/or peripherals (e.g., cameras, keyboard, mice, etc.).

   2.3.3.   Equipment that requires a connection to the network (wired or wireless), including but not limited to simulation manikins, network-connected microscopes, and security systems.

   2.3.4.   Any Learning Tools Interoperability (LTI) integrations or tools designed to integrate with the Learning Management System (LMS). This includes applications and technologies that enhance or extend the functionality of the LMS.

2.4.   IT review and approval can be completed by submitting a request via the IT Service Desk.

Compliance/Non-Compliance:

2.5.   Any member of the College community who does not comply with and abide by this AP will not be supported by the IT Department and may be prevented from operating or using the procured or acquired hardware, software, or service(s).

2.6.   Per the Purchasing Manual, any unauthorized purchases may result in the responsible individual incurring a personal obligation to the College or vendor and subject the individual responsible to disciplinary action.

2.7.   Compliance with this AP does not guarantee IT support. That determination is based on the available IT resources and competing priorities of the College.