1. **Objective**
   1.1. The objective of this standard is to explain the steps to acquire information technology (IT), including IT provided for free by an external group, in order to:
   1.1.1. clarify our campus IT acquisition process to streamline IT acquisitions;
   1.1.2. ensure that acquisitions are compatible with infrastructure and available resources;
   1.1.3. obtain cost effective IT solutions;
   1.1.4. ensure that IT solutions meet accessibility standards, and
   1.1.5. reduce the risk of security threats and vulnerabilities.

2. **Scope**
   2.1. This standard applies to all Appalachian State University employees, students, and affiliates.

3. **Requirements**
   3.1. IT Standard Purchases: Information Technology Services (ITS) designates some types of common IT purchases as “standard purchases”. Steps to make a standard IT purchase are listed on the website:
       [https://its.appstate.edu/it-standard-purchases](https://its.appstate.edu/it-standard-purchases)

   3.2. The requestor must complete the [IT Acquisition Application](https://its.appstate.edu/it-standard-purchases) to acquire the
following Information Technology and related services:

3.2.1. servers,
3.2.2. networking equipment,
3.2.3. audio/video equipment intended for a classroom or a multi-use space,
3.2.4. software that will be installed on any device except a single employee workstation/device for a single employee’s use,
3.2.5. cloud services, and
3.2.6. IT consulting services.

3.3. To streamline IT acquisitions, ITS will coordinate IT Acquisition Application reviews with the following offices/personnel:

3.3.1. Materials Management: ITS will advise the requestor on Materials Management requirements based on approved Purchasing Guidelines;
3.3.2. Payment Card Oversight Committee;
3.3.3. Data Stewards; and
3.3.4. Office of Disability Resources for coordination of review of any software or cloud services regarding Section 508 and ADA website compliance.

3.4. IT Acquisition Application Approval and Notification of Rejection: ITS will provide notification of application approval or rejection with stated reasons.

3.5. Materials Management and Office of General Counsel Review of Purchases: Once the IT Acquisition Application is approved for a purchase, the requestor shares the notification of approval with Materials Management and follows Materials Management procurement processes, including any applicable Office of General Counsel and Office of Information Security review of any terms and conditions.

3.6. Office of General Counsel Review of IT Acquisitions with No Cost: If the IT Acquisition Application is approved for a no cost acquisition, the requestor shares the notification of approval with the Office of General Counsel for the review of any terms and conditions if applicable.

3.7. Simplified IT Acquisition Flowchart
4. **Enforcement, Exemptions, and Advisement**

4.1. **Authority and Enforceability** - This standard is established under the authority of the Chief Information Officer.

4.2. **Exemptions** - Exemptions must receive approval by the Chief Information Officer.

4.3. **Review and Advisement** - IT Governance and pertinent Technical Advisory Groups provide collaborative advisement concerning standards.

5. **Definitions**

5.1. **“Information technology (IT)”**: means the hardware and software resources owned, leased, or used by the University and its partners to store, process, or transmit University information. Information technology is a subset of the University’s information resources.

5.2. **“IT standard”**: an IT standard establishes requirements and/or processes that provide a reliable basis for shared expectations on how work will be conducted,
and facilitate compliance with University policies, applicable laws and regulations.

5.3. “Audio/Video Equipment”: refers to devices that reproduce, record, or process sound and/or images, and includes, but is not limited to, video cameras, video/audio conferencing systems, and loudspeakers.

6. References and Related Policies and Standards
   6.1. Information Technology Governance Policy
   6.2. Information Security Policy
   6.3. Standards for Purchasing Classroom Technology Equipment Policy
   6.4. Data Management Standard
   6.5. IT Standard Purchases Website

7. Contacts for Questions or Information About this Standard

<table>
<thead>
<tr>
<th>Office contact</th>
<th>Phone</th>
<th>Online/Email</th>
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<tbody>
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