

THE
LeMoyne-Owen
 COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

SUBJECT: Acquisition of Information Technology and Telecommunications Resources	Effective Date: July 1, 2011	Policy Number: 05-1-001
	Supersedes: Policy: Date:	Page 1 Of 2
	Responsible Authority: Director of Information Technology	

I. Purpose of the policy/Policy statement

This policy ensures that technology/telecommunication resources purchased/or acquired from donors are of the quality and quantity that will be compatible with the technology infrastructure at the College

The Director of Information Technology must approve all purchases/or donor contributions of technology resources.

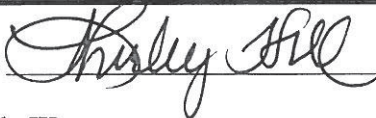
II. Applicability/Scope

This policy applies to all members of the College: employees and students

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Requester	Submits written request (email acceptable) for purchase of technology/information resources. Request should include essential information: purpose of resources, amount, date needed, amount budgeted for requested resources, contact person name and telephone number	Based on date requested and date needed
Director of IT	Reviews request and seek additional information if needed	Within 48 hours of request
Director of IT	Will make a recommendation/approve based on purpose, availability of resources, date needed, and budget	Within 7-21 days
Requester	After approval by Director of IT, will prepare purchase order and submit to supervisor	Based on date needed
Supervisor	Submits purchase order to supervisor	Based on date needed
Director of IT	After receipt of order, will notify requester to arrange delivery and installation	Based on notification from Receiving Department

IV. Related policies/References for more information

Authorizing Official: <u></u>	Authorization Date: <u>10/10/11</u>
Title: <u>Director of Title III</u>	