

Texas Lutheran University

Policy on Information Technology Asset Acquisition

Texas Lutheran University Information Technology Asset Acquisition

Policies for acquisition of information technology hardware, software, and consulting services are developed to ensure effective integration, operation, maintenance, and support of all computing resources at Texas Lutheran University. By centrally reviewing and standardizing technology acquisitions, the University will maximize automated functionality for the resources expended.

Information Technology Plan

The Chief Information Systems Officer (CISO) will develop an information technology (IT) plan for TLU that includes resource requirements for the acquisition, operation, maintenance, and support of all university technology assets. The IT plan will be reviewed at least annually by the Information Technology Committee and presented to the Budget Committee for annual funding.

Departments with technology requirements should coordinate with the CISO to develop projects for inclusion into the IT plan. The CISO will assist in translating requirements into acquisition proposals and will develop cost estimates for each technology project. The CISO will recommend solutions that meet requirements and maximize integration with the University technology architecture.

The list of projects in the technology plan will be submitted to the Information Technology Committee who will prioritize the projects and submit the projects to the Budget Committee for funding approval.

Technology acquisitions of less than \$10,000, if included in approved budgets, will be coordinated with the CISO; but, need not be reviewed by the Information Technology Committee.

The VP for Finance and Business is responsible for administering this policy.

Policy endorsed by the Information Technology Committee, December 10, 1997

Approved by President's Council January 1998