1. Policy Purpose Statement

The Board of Regents (BOR) of the University System of Georgia (USG) requires that the CIO and VP for Information Technology, or designee, approve all computer, telephone, hardware/software, or audio-visual purchases.

The purpose of this policy is to detail the appropriate methods of acquisition to minimize the risks of exposing electronic data to individuals unauthorized to view this data and transferring software to those not licensed to use it. This policy is essential to the inventory of University technology assets and the appropriate destruction of storage media and is essential to compliance with state and federal data privacy statutes and software licensing agreements.

2. Background

The KSU Technology Purchasing, Relocation, and Surplus Policy was created to comply with the University System of Georgia information technology policies. Pursuant to the USG Information Technology Handbook, Section 5.1.2, KSU is required to establish and maintain “appropriate internal policies, processes, standards, and procedures for preserving the integrity and security of each automated, paper file, or database.”

3. Scope

The Technology Purchasing, Relocation, and Surplus Policy applies to all employees of the University and users of University-owned/controlled electronic equipment, irrespective of funding source. Examples of such equipment include, but are not limited to, data projectors, desktop computers, telephones, digital cameras, firewall hardware, laptops, mobile devices (mobile devices – relocation not applicable), printers, routers, servers, switches, system controllers, video cameras, etc.

4. Exclusions or Exceptions

The KSU Technology Purchasing, Relocation, and Surplus Policy may be exempted only via approval from the CIO and VP for Information Technology or designee.
5. Definitions

Definitions are available via the Information Technology Glossary associated with this policy on the KSU Policy Portal (https://policy.kennesaw.edu).

6. Policy

a. KSU Purchasing Card (P-Card) Use for Telephone, Computer Hardware, and Software Purchases

1) The use of a KSU P-Card is PROHIBITED for the purchase of computer hardware, software, and equipment listed below.
   - Computers
   - Laptops
   - Mobile devices
   - Servers
   - Software orders $5,000 and above

   The above items must be purchased using the KSU eProcurement (ePro) System. All supporting order documentation (including quotes) must be sent to the Office of Finance and Accounting, with the ePro number noted on the top.

2) University Information Technology Services may process the below types of purchases utilizing an Office of the CIO employee P-Card. All others are prohibited from using the KSU P-Card for the following items.
   - Telephones/Cellular Phones
   - Monitors
   - Printers (networked or local, desktop, or stand-alone)
   - Printer Combinations (printer/fax/scanner/copier or any combination)
   - Scanners

   The above items may also be purchased using the KSU eProcurement (ePro) System or through the GA First Marketplace.

3) Examples of acceptable individual use computer expenditures on a P-Card WITHOUT written approval before purchase are listed below. These items do not require Office of the CIO approval regardless of the method of procurement.
   - Mouse (USB, wired, or wireless)
   - Keyboard (standard USB or Wireless)
   - USB Flash drive, memory key, etc.
   - Cases for Laptops and iPads (including keyboard functionality)

   The above items may also be purchased using the KSU eProcurement (ePro) System or through the GA First Marketplace.

b. UITS Approval (via http://uits.kennesaw.edu/techpurchases/)

The P-Card may be used for some computer parts and software provided that written approval is obtained before ordering. Written approval is obtained by completing the web form found at
http://uits.kennesaw.edu/techpurchases/. The approval email must be attached to the P-Card documentation.

Examples of acceptable computer expenditures on a P-Card \textit{WITH} written approval before purchase are listed below.

- Keyboard with card reading capabilities, such as magnetic, near-field communication (NFC), etc.
- Internal hard drive\(^*\)
- Network Attached Storage (NAS) or similar storage device
- Internal CD/DVD, CD-RW/DVD-RW, or CDRW/DVD-R combo\(^*\)
- Software orders under $5,000.00 (Note: All Software must have written approval from Office of the CIO prior to purchase.)

The above items may also be purchased using the KSU eProcurement (ePro) System or through the GA First Marketplace.

Parts annotated with an asterisk (*) must be installed by an Office of the CIO hardware technician. The Office of the CIO Help Desk (470-578-6999 or service@kennesaw.edu) should be contacted to request installation after the department receives the parts.

An Office of the CIO Equipment Receipt Form is required for receipt of all laptops and tablet computers. Questions regarding computer hardware or software purchases should be directed to the Office of the CIO (470-578-6620 or UITSapproval@kennesaw.edu).

c. \textbf{Audio-Visual Equipment Purchases (via UITS Approval)}

1) The KSU P-Card may be used for audio-visual purchases (total purchase under $5000.00) provided that written approval is obtained before ordering. The use of the KSU P-Card to purchase individual items of more than $2,999.99 is explicitly prohibited. Written approval is obtained by completing the form found at http://uits.kennesaw.edu/techpurchases/.

2) Examples of acceptable Audio-Visual expenditures on a P-Card \textit{WITH} written approval before purchase are listed below.

- Data projectors and large-format visual displays (LCD, LED, etc.) are a mandatory Office of the CIO specified purchase. (All data projector purchases require the additional procurement of an extra lamp.)
- Wireless microphone or audio/visual systems
- Audio-visual equipment that uses IR (infrared), RF (radio frequency), IP (networking), or RS-232 protocols for its sole control capabilities
- Audio/visual equipment that requires permanent or temporary installation
- Equipment intended to integrate into an existing or planned audio-visual installation
- Audio-visual equipment that requires the use of consumables (examples are lamps, batteries, media, etc.) or proprietary auxiliary devices (examples are cables, controllers, expansion cards, etc.) as part of its performance or functionality
- All individual pieces of audio-visual equipment $1000.00 and above must be delivered to Office of the CIO for inventory purposes.
- All equipment purchased through the state’s procurement process, regardless of funding source, must be used for the expressed academic or administrative business of KSU or the USG.
d. Relocation of IT Equipment

KSU policy stipulates that only Office of the CIO employees or designees are authorized to move computer, printer, or telephone equipment. Requests for computer, printer, or telephone relocation or moves should be made via the form found at http://campus.kennesaw.edu/forms/ (Under “Facilities,” click “Campus Moves Forms,” complete the form, and email it to the address indicated on the form.)

e. Technology Surplus

The process for IT surplus is a collaborative effort between the Office of the CIO and Facilities Services, who follow Section 15.4 of the Electronic Disposal Options of the DOAS Georgia Surplus Property Manual and Section 11.7.5 of the Board of Regents Business Procedures Manual. The Office of the CIO Help Desk (470-578-6999 or service@kennesaw.edu) should be contacted to request the surplus of technology.

Removable media (floppy disks, USB drives, CDs, DVDs, etc.) that contain University-confidential data should be dropped off at the Office of Cybersecurity for destruction. Send all requests to service@kennesaw.edu to coordinate destruction of media with confidential data.

Users are responsible for reporting stolen assets assigned to them to the appropriate law enforcement authority. After a police report is obtained, it must be submitted to the Office of the CIO Service Desk.

7. Associated Policies/Regulations

a. BOR Business Procedures Manual
b. DOAS Georgia Surplus Property Manual

8. Procedures Associated with this Policy

As required by information in Section 7.

9. Forms Associated with this Policy

As required by information in Sections 7 and 8.

10. Policy Violations

Individuals in violation of this policy are subject to a range of sanctions, including but not limited to disciplinary action, dismissal from the University, and/or legal action.

11. Review Schedule

The Technology Purchasing, Relocation, and Surplus Policy is reviewed annually by the CIO and VP of Information Technology or designee.