



Policy Title:	Technology Purchasing, Relocation, and Surplus Policy
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Responsible Office:	Chief Information Officer
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## 1. Purpose Statement

The Board of Regents (BOR) of the University System of Georgia (USG) requires that the Office of the Chief Information Officer (CIO), or his/her 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 Surplus and Relocation Policy may be exempted only via approval from the Office of the CIO or his/her designee.

#### 5. Definitions

Definitions are available via the IT Glossary on the KSU policy website at [policy.kennesaw.edu](http://policy.kennesaw.edu).

#### 6. Policy

##### a. Telephone, Computer Hardware and Software Purchases

- 1) The KSU Purchasing Card (P-Card) may **not** be used to purchase any of the Computer Hardware and Computer Peripheral Equipment as stated below.
  - i. Telephones.
  - ii. Computers.
  - iii. Laptops.
  - iv. Mobile devices.
  - v. Monitors.
  - vi. Printers (networked or local, desktop, or standalone).
  - vii. Printer combinations (printer/fax/scanner/copier or any combination).
  - viii. Scanners.
  - ix. Servers.
  - x. Software orders over \$4,999.99. Note: Software under \$4,999.99 must have written approval from University Information Technology Services (UITS) prior to purchase.

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) 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 [www.kennesaw.edu/techpurchases](http://www.kennesaw.edu/techpurchases). The approval email must be attached to the P-Card documentation.

Examples of acceptable computer expenditures on a P-Card with written approval before purchase are listed below.

- i. Mouse.
- i. Keyboard.
- ii. USB Flash drive, memory key, etc.
- iii. PDAs.
- iv. Internal hard drive.\*
- v. External hard drive.
- vi. Internal CD Rom, CD-RW Rom, or CDRW/DVD Rom combo.\*
- vii. External CD Rom, CD-RW Rom, or CDRW/DVD Rom combo.
- viii. Some software (written approval required before ordering).

Parts annotated with an asterisk (\*) must be installed by a UITS Hardware technician. The UITS Help Desk (ext. 6999 or email [service@kennesaw.edu](mailto:service@kennesaw.edu)) should be contacted to request installation after the department receives the parts.

An UITS Equipment Receipt Form is required for receipt of all laptops and tablet computers.

- 3) Per the Office of Finance and Accounting requirements, individuals must make purchases by P-Card (with appropriate prior approval) instead of submitting a request for reimbursement. Questions regarding computer hardware or software purchases should be directed to UITS (ext. 6620) or emailed to [UITSapproval@kennesaw.edu](mailto:UITSapproval@kennesaw.edu).

#### b. Audio-Visual Equipment Purchases

- 1) The KSU P-Card may be used for audio-visual purchases (total purchase under \$4,999.99) provided that written approval is obtained before ordering. Written approval is obtained by completing the web form found at [www.kennesaw.edu/techpurchases](http://www.kennesaw.edu/techpurchases).
- 2) Misuse of a KSU P-Card related to computer and audio-visual expenditures may result in the forfeiture of the P-Card. Questions regarding P-Card use should be directed to UITS (KSU ext. 6620) before placing an order.
- 3) Audio-Visual Purchasing Procedures
  - i. Data projectors and large-format visual displays (LCD, LED, etc.) are a mandatory UITS-specified purchase. Under no circumstances are end-users to procure any projector without the written permission of UITS.
  - ii. All data projector purchases require the additional procurement of an extra lamp. No exceptions are granted to this rule.
  - iii. No wireless microphone or audio/visual systems shall be procured without the expressed written permission of UITS after a site

survey, frequency spectrum analysis, and/or network scan are conducted.

- iv. No audio-visual equipment that uses IR (infrared), RF (radio frequency), IP (networking), or RS-232 protocols for its sole control capabilities or for its sole output shall be procured without the expressed written permission of UITS after a site survey and frequency spectrum analysis are conducted.
- v. No audio/visual equipment shall be procured that requires permanent or temporary installation without the expressed written permission of UITS. If this purchase is for integration into an existing funded project (new or renovation), UITS should be consulted prior to the design phase of the project.
- vi. No equipment shall be procured with the intent of integration into an existing or planned audio-visual installation without the prior consultation of UITS.
- vii. No audio-visual equipment shall be procured that requires the use of an expensive consumable (examples are lamps, batteries, media, etc.) or proprietary auxiliary devices (examples are cables, controllers, expansion cards, etc.) as part of its performance or functionality without the expressed written approval of UITS.
- viii. All individual pieces of audio-visual equipment over \$500.00 must be delivered to UITS for inventory purposes. There are no exceptions.
- ix. 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.

c. Relocation of IT Equipment

CIO policy stipulates that only UITS or a UITS designee 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 [www.kennesaw.edu/campusforms/](http://www.kennesaw.edu/campusforms/). Under "Facilities" click on the "Move Request Form" link. Complete the form and fax it to the fax number stated on the form.

d. Electronic Data Surplus

Per the state of Georgia Department of Administrative Services (DOAS), the surplus policy for all electronic data states that all hard drives must be:

- 1) wiped according to the Department of Defense 5220.22-M standards and removed from the equipment, or;
- 2) removed from the equipment and degaussed, or;
- 3) removed and rendered unreadable by drilling or crushing.

Per the USG Electronic Data Disposal Policy, all computer systems, electronic devices, and electronic media must be properly cleaned of confidential data and software before being transferred outside Kennesaw State University either as surplus or as trash.

All hard drives (and pieces) are to be collected in boxes for pick-up by the KSU Distribution Center. The center will pick up the sealed boxes and deliver them to DOAS for further destruction.

Removable media (floppy disks, USB drives, CDs, DVDs, etc.) that contain University-confidential data may be dropped off at the Information Security Office for destruction.

Users are responsible for reporting lost or stolen assets assigned to them to the appropriate law enforcement authority. After a police report is obtained, it must be submitted to the UITS service desk.

## **7. Associated Policies/Regulations**

- a. [O.C.G.A. 50-16-160](#)
- b. [USG Information Technology Handbook, 5.4 USG Information Asset](#)

## **8. Procedures Associated with this Policy**

- a. As required by information in Section 7.

## **9. Forms Associated with this Policy**

- a. 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 Office of the CIO or his/her designee.