

 UPPER IOWA UNIVERSITY Established in 1857®	Information Technology Department University-Wide	SOP #	IT_108
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Upper Iowa University Information Technology Procurement Procedure

1. Purpose

This Information Technology (IT) procedure is designed to support the Academic, Research, and Administrative missions of the University. The IT procurement procedure provides a framework for acquisition and deployment of IT resources at the University. Consideration to the following principles is provided in this procedure:

1. Provide maximum value first to the University as a whole, next to individual campus(es) and or college(s), then to departments, and finally to individuals.
2. Adhere to established IT standards developed by the Information Technology Department.
3. Utilize existing IT resources, assets, and services before non-university services are considered.
4. Protect against un-authorized and un-funded mandates.
5. Provide a means of resolution for resolving situations where conflicting priorities exist.


2. Scope

This Upper Iowa University Information Technology Procurement Procedure document is relevant to all UIU staff and faculty and includes procedures regarding purchase requests, requirements for IT approval, and exemption waivers.

3. Procedure

A. Purchase Requests – Information Technology Approval Process:

- a. To expedite approvals of IT purchasing requests, budget officers should seek assistance from the Director of IT, or designee, in preparing Purchase Requisitions for expenditures on information technology.
- b. Purchase Requisitions will follow the normal authorizing procedures from the department head submitted to the Business Office where the IT approval process will be facilitated.
- c. The Business Office will work with authorized IT approval personnel to either review and approve IT purchasing requests, or to defer IT purchasing requests with identified guiding principle conflicts. All approved IT purchasing requests will be processed in accordance with University Purchasing procedures. All

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deferred IT purchasing requests will be returned to the originating departments with an explanation of the identified issues needing further clarification.

B. Requirements for UIU IT Approval:


- a. Compliance with IT procurement procedures, or
- b. Documented waiver explanation for unique requirements and written approval from authorized IT approving personnel.

C. Exemptions:

- a. Any process or IT procurement waivers for exemption from the approval process must be issued in writing to the Business Office from the authorized IT approver and on file with the Business Office. These waivers will be time limited and must be renewed in writing.
- b. All waivers expire annually at the end of each established budget year.
- c. IT for independent Research, Grants, etc... systems that do not interface with or require data from other University IT systems may request, in writing, an exemption from this procedure.

4. Compliance

All University purchases made for IT related hardware, software, equipment, and associated services must be made in compliance with this procedure and processed through and coordinated by the IT department accordingly. Failure to comply with this procedure may result in the denial of payment for goods and services, termination of related agreements, and disciplinary action up to and including termination for employees.

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6. **References**

- www.thefreedictionary.com
- Cambridge Dictionaries Online
- Merriam-Webster.com

7. **Definitions**

Item	Definition
Deferred	Withheld for or until a stated time
Exemption	The state of being exempted; immunity
Procedure	A set of established forms or methods for conducting the affairs of an organized body
Process	A series of actions, changes, or functions bringing about a result
Procurement	The act of getting possession of something
Requisition	The act of requiring something to be furnished
Scope	The area covered by an activity, topic, etc
SOP Owner	Person or department that possesses or controls the SOP
Stakeholder	One who has a share or interest in the SOP
Standard Operating Procedure (SOP)	Established procedure to be followed in carrying out a given operation or in a given situation
Waiver	The act of intentionally relinquishing or abandoning a known right, claim, or privilege