TECHNICAL COLLEGE
OF THE LOWCOUNTRY

PROCEDURE: Acquisition of Computer Hardware and Software
Number: 2.3.1.4

Responsibility: Administrative Services (Information Technology Department and
                    Purchasing)
Last Updated: November 1, 2023
Related Policy: 2.3.1 Information Technology Resources

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President

Purpose:

The purpose of this procedure is to provide a process to ensure that academic and administrative computing needs are addressed in the most timely and cost-effective manner possible.

Procedure:

1. Statement of Procedure: This procedure applies to all TCL computer hardware and software acquisitions, regardless of funding. All proposed acquisitions will be reviewed by the IT Department and approved by the CIO. No hardware or software will be acquired or used at any TCL location without this authorization.
2. Acquisition Review Process
   a. The Purchasing Office will forward all applicable requisitions to the IT department for approval.
   b. IT staff will review the requisition to ensure that the requested item will function properly on TCL's equipment and network. IT will also verify that the College does not already have other equipment or software that would adequately fill the role intended for the new purchase.
   c. After receiving technical approval from IT, requisitions will be returned to the Purchasing Office where they are then subject to normal purchasing procedures for final approval.
   d. Requests that require modification will be returned to the originator of the requisition with suggestions and/or alternative recommendations.