

# OFFICE OF INFORMATION TECHNOLOGY (OIT)

## Policies and Procedures Manual

### 4.4. Purchasing Computer Software Policy

#### 4.4.1. Purpose

- 4.4.1.1. To provide an appropriate method for the purchase of La Verne software applications at the lowest possible price that leverages economies of scale and ensures sufficient licenses to meet the desired needs.

#### 4.4.2. Policy

- 4.4.2.1. The Office of Information Technology (OIT) shall have sole responsibility for purchasing of all standard desktop/laptop applications and enterprise software licenses.
- 4.4.2.2. All non-OIT departmental software license purchase requests must be forwarded to OIT for review and approval.
- 4.4.2.3. The department that purchased the software will be solely responsible for annual maintenance charges and the regular up keep of the software, specifically security patches, updates, and fixes.
- 4.4.2.4. Regardless of the source of funding for the purchase of technologies, all hardware and software purchased or obtained by the University through departmental budgets, grants, donations, or other University-related activities are the property of the University of La Verne and may not be appropriated for personal use or kept after separation from employment or end of grant.
- 4.4.2.5. All University technologies are provided to assist employees in the performance of their jobs and should only be used to conduct official University business.
- 4.4.2.6. All technologies are subject to both physical and electronic audits for inventory control, software licensing, and information security purposes.
  - 4.4.2.6.1. All technologies are subject to these audits and individuals may not prevent the audits from being conducted.
- 4.4.2.7. All purchases must comply with existing purchasing

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policies per the Purchasing department.

### **4.4.3. Procedure**

- 4.4.3.1. The Office of Information Technology (OIT) will purchase software licenses and/or annual maintenance as necessary for all and standard desktop/laptop software and enterprise software applications.
- 4.4.3.2. The process for departments wishing to purchase new software licenses using their departmental funds is as follows:
  - 4.4.3.2.1. Contact OIT with details of the desired software;
  - 4.4.3.2.2. OIT will bid the software and send details to requesting department;
  - 4.4.3.2.3. The department should then create, approve, and forward a purchase requisition to OIT for their approval;
  - 4.4.3.2.4. The department should then create, approve, and forward a purchase requisition to OIT for approval and processing.

### **4.4.4. Disposal of Computer Software**

- 4.4.4.1. OIT will dispose of software no longer of any use (e.g. out of date, unsupported) to the University using the then current method.

### **4.4.5. Approval and Adoption**

- 4.4.5.1. Approved by the Chief Information Officer and Executive Vice President and adopted effective 10/15/2002.
- 4.4.5.2. Modified to require all software purchases to be approved by the Office of the CIO. Approved by the Chief Information Officer and Executive Vice President and adopted effective 2/24/2005.
- 4.4.5.3. Modified to clarify procedure for receipt and storage of master disks and licenses. Approved by the Chief Information Officer and Executive Vice President and adopted effective 5/3/2007.

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- 4.4.1.4 Modified to update naming of ULV to La Verne, and to include disposal of computer software. Reviewed and approved by the Interim Chief Human Resources Officer, Chief Information Officer, and the Vice President for Facilities & Technology Services and adopted effective 11/1/2017.
  
- 4.4.5.4. Updated terminology and technologies and move approvals to the end of document. Reviewed by Senior Directors of Infrastructure and Enterprise Applications, and CIO and adopted effective 7/1/2020.