

UNC Technology Purchasing Rules

Purpose

To provide guidance and clearly articulate the rules regarding purchasing and implementing technology hardware, software, subscriptions, or services.

Applies To

These rules apply to all UNC faculty, staff, or students who leverage any university funds, including but not limited to department budget, grant, donor, or capital funds, to purchase technology hardware, software, subscriptions, or services.

Rules

Technology Funding

In response to the current budget restraints, effective 4/1/24, Information Management & Technology (IM&T) is suspending the process of seeking centralized funding for new technology purchases. If a department desires to purchase technology, the department must identify funding or request it through the annual budget process.

IM&T will continue to centrally fund the Campus Computer Refresh (CCR) for eligible employees. IM&T will also continue collaborating with the Academic Technology Advisory Group (ATAG) to replace existing academic technology, including student-facing computers in labs and classrooms and audiovisual equipment in academic classrooms, with added scrutiny. To be eligible for centralized IM&T funds, academic technology requests must be tied directly to instruction, replace existing legacy technology, and be supported by data-driven evidence of utilization.

IM&T will continue to fund the existing centrally funded software contracts, but over the next few fiscal years, IM&T will evaluate software utilization and right-size or eliminate unnecessary software. IM&T may also evaluate moving existing technology to department budgets where appropriate.

Approval Process for Implementing Technology

Unless specifically pre-approved for campuswide purchasing, IM&T must review and approve all technology requests before purchasing or implementation. Review processes are built into the IM&T Project Request Process, the OnBase contract review process, and the Amazon Business ordering process.

To ensure purchases are strategic and align with university cost savings strategies, effective 5/1/24, all new technology purchases over \$1,000 will require approval from a Dean, Assistant Vice President, Vice President, or their designee, before receiving IM&T approval, regardless of the funding source.

IM&T Project Process

IM&T project requests are required for any technology purchase or implementation that requires substantial IM&T resources, contains personally identifiable information (PII), requires a data feed from an existing system, or represents a security risk. IM&T will vet each project request through the IM&T Project Management Office (PMO) and the appropriate IM&T Governance Group when necessary.

The IM&T PMO will prioritize approved projects based on available resources. IM&T does not guarantee that a project will be implemented or purchased within the timeline requested by a department. Departments will be responsible for collaborating with the Budget Office or the Office of Sponsored Programs to receive a variance when technology requests cannot be purchased and implemented within a fiscal year that funding is available. IM&T recommends that departments submit IM&T Project Requests as early as possible to reduce the risk of not completing a project within a desired fiscal year.

IM&T Project Requests should be submitted at the following site: <https://www.unco.edu/information-management-technology/about/project-portfolio.aspx>

Accessibility

All new technology purchases must be ADA Accessible and adhere to the requirements of the State of Colorado [CCR 1501-11 Technology Accessibility Rules](#).

Hardware Purchasing Requirements

IM&T maintains a list of authorized technology hardware vendors, such as Apple, Lenovo, Owl Labs, Panasonic, etc. All hardware purchases must be made through IM&T's authorized vendors.

Computers, Tablets and Audiovisual Equipment

IM&T facilitates hardware technology purchasing through the Tech Center. Computers, docking stations, tablets, office phones, and audiovisual equipment, including but not limited to televisions, projectors, room cameras, conference microphones, Owl cameras, etc., must be purchased directly through IM&T, regardless of the funding source. IM&T manages a centrally funded Campus Computer Refresh (CCR). The detailed CCR guidelines are available here: <https://www.unco.edu/information-management-technology/desktop-computing-printing/computer-refresh.aspx>.

Printers

Any network printer or multi-function device (copy machine) must be purchased through UNC's authorized vendors. Information on purchasing department printers is available here:



<https://www.unco.edu/information-management-technology/desktop-computing-printing/department-printers.aspx>.

Monitors

Monitors can be purchased through the IM&T Tech Center or directly through any authorized reseller, such as Amazon or Office Depot.

To ensure devices are supported, departments are encouraged to contact IM&T's Technical Support Center (TSC) before placing their orders. IM&T does not guarantee support for hardware purchased outside IM&T's authorized technology hardware vendors.

Peripheral Devices

Peripheral devices for individual use, such as keyboards, mice, headsets, webcams, etc., can be purchased through any authorized reseller, such as Amazon or Office Depot.

Ordering Hardware

To place an order with the IM&T Tech Center, visit IM&T's [Technology Order page](#).

Software, Technology Subscriptions and Technology Services

Software, technology subscriptions, and technology services can be purchased directly by a department. All requests to purchase software, technology subscriptions, and technology services must be submitted through OnBase. Additional information is available here: <https://www.unco.edu/purchasing/software-online-purchases/>

New software, technology subscriptions, or technology services requests over \$1,000 will require approval as defined in the Technology Funding Approval section above.

New software, technology subscriptions, or technology services requests that require substantial IM&T resources, contain personally identifiable information (PII), require a data feed from an existing system, or represent a security risk require an IM&T Project Request as defined in the IM&T Project Request section above.

Questions

Please contact the TSC if you have any questions about these rules or need assistance ordering technology or submitting an IM&T Project Request.

IM&T Technical Support Center

(970) 351-4357 – Phone

help@unco.edu – Email

help.unco.edu – Online

Tech Den at Michener Library - Onsite

Revision History

Version	Published	Author	Description
1.0	2024/04/12	Brad Sharp	Original publication.
1.1	2024/04/12	IM&T Admin Staff	Publication approved by IM&T Admin Staff.
1.2	2024/04/19	Brad Sharp	Publication presented to ITC governance group for review.
1.3	2024/04/22	Brad Sharp	Publication presented to ATAG governance group for review.