University of South Florida

ISSP-022

IT Resources Purchasing Standards and Thresholds

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Revision History

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2.0	5/15/2019	Campoe	New formatting, removal of $1,000 purchase threshold

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The University of South Florida is committed to protecting the privacy of its students, alumni, faculty, and staff, as well as protecting the confidentiality, integrity, and availability of information important to the University's mission.

Introduction

In support of USF System Policy 0-518, Technology Acquisition, this standard specifies how to differentiate standard procurement from those requiring special approval. The intent of this standard is to supplement and not replace existing purchasing policies.

The Vice President/CIO for Information Technology, in conjunction with the Solutions Architecture Work Group (SAWG), may from time to time modify these thresholds as deemed necessary.

Definition

Information Technology Resource (IT Resource): A resource used for electronic storage, processing or transmitting of any data or information, as well as the data or information itself. **This definition includes but is not limited** to electronic mail, voice mail, local databases, externally accessed databases, CD-ROM, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any wire, radio, electromagnetic, photo optical, photo electronic or other facility used in transmitting electronic communications, and any computer facilities or related electronic equipment that electronically stores such communications.

Desktops, Laptops, Notebooks, and Tablets

In support of ISSP-012, Data Protection Standards for Mobile Devices, laptops running Microsoft Windows operating system must have a Trusted Platform Module (TPM) chip to allow for BitLocker whole disk encryption. See USF Computer Store or contact techpurchasing@usf.edu

Other than the TPM requirement, desktops, laptops, and tablets can be procured without review and approval from Information Technology; however, check with your local Campus IT Help Desk to make sure the device you want to procure will be approved for support and compatible with current USF business systems. Supported systems can be found at the USF Computer Store, https://www.usf.edu/it/computer-store/

Copiers and Printers

Copiers and printers can be procured without review and approval from Information Technology; however, check with your local Campus IT Help Desk to make sure the device you want to procure will be approved for support and compatible with current USF business systems. The USF Purchasing Department maintains a web page with guidance on the purchase of copiers and printers:

https://www.usf.edu/business-finance/purchasing/staff-procedures/purchasing/pur-copier-printer.aspx

Data Storage Devices

Data storage devices such as external drives and USB flash drives can be procured without review and approval from Information Technology. Check with your local Campus IT Help Desk to make sure the device you want to procure will be approved for support.

It is the responsibility of the data owner to ensure that he/she is allowed to store data in these devices, and to appropriately protect the confidentiality of the data stored in these devices. Please refer to IT USF System Policies and Standards for encryption and other requirements on the handling of data, http://www.usf.edu/it/about-us/policies-and-standards.aspx .

Software

Acquisition of software in **ANU** of the following categories require Information Technology pre-approval:

- Cloud-based applications

- Any application that requires faculty, staff, or student data from the System of Record (for example, PeopleSoft or Banner) or the Data Warehouse

- Applications with more than 20 users accounts

- Applications requiring integration with NetID systems

- Applications using USFCard data, including card number or picture ID.

- Applications that require integration with the USF Portal or LMS (Canvas)

- Applications that will process payment

- Applications which will be supported by IT operations within the USF system

The Exception Approval Process can be initiated at https://www.usf.edu/it/techpurchases/exception-approval-process.aspx . The request must be accompanied by form ISSP-017, Vendor Assessment and IT Integration Form

Audio-Visual Equipment

Procurement of Audio-Visual equipment that meets **<u>ANY</u>** of the following criteria must be reviewed and approved by Information Technology:

- Will be used in a classroom or a conference room

- Will require construction or renovation for implementation

- Will require IT support

The Exception Approval Process can be initiated at https://www.usf.edu/it/techpurchases/exception-approval-process.aspx . Procurements that do NOT meet ANY of the above criteria can proceed without review and approval from Information Technology.

Other Purchases

Procurement of **any of the following** must be reviewed and approved by Information Technology:

- Server Hardware
- Server Storage
- Networking Equipment
- Technology Consulting Services

The Exception Approval Process can be initiated at https://www.usf.edu/it/techpurchases/exception-approval-process.aspx .