> **Title: IT Property Procurement and Security Policy**
>
> **Effective Date: 11-9-2018**
>
> **Last Revision Date: 2015**
> **Cancellation:**
>
> **Department/Office: Information Technology**

PURPOSE

This policy is to document the process and procedures by which the IT department adheres to in regards to purchasing and distribution of technology equipment/software campus wide.

SCOPE

This policy applies to full-time employees, part-time employees and interns (student workers).

POLICY
Purchasing/Deployment

1. Upon receiving a request for the purchase of software/hardware, the IT department first researches the appropriate item to ensure it meets the needs of the user and is compatible with on campus systems.

2. Upon verifying item specs and funding source, the IT department then follows the Business Office's guidelines for submitting the purchase request. (Note: Business office purchasing policies follow all state of Louisiana purchasing guidelines).

3. Once the item(s) is received by the property department, if the property is 'portable' and/or over $1,000.00 in price, the item(s) is issued a state of Louisiana property tag and recorded in the college's inventory before being distributed to the IT department for deployment.

4. The IT department deploys the hardware or software to the appropriate area then reports the move to the property department. (Note: software deployments are not reported to property, only hardware movements. Software deployments are reported to the affected parties.)

Security

1. All hardware (computers, monitors, printers, etc.) are deployed to areas that have an outer locking door. Where possible, the equipment is secured to station via steel cable.

2. In regards to mobile hardware, tracking software is installed and activated (if funding permits the purchase of such licenses).

3. In regards to software installations, the affected party is notified once the software has been deployed and properly configured.

Random inventory checks are conducted to ensure the security of hardware and software deployments. The property office is notified should and item become missing; users are required to report missing property to the IT and property departments

X	Reviewing Council/Entity	Review Date	Effective Date
X	Office of Information Technology	10-2018	11-9-2018
X	College Compliance Committee	11-2018	11-9-2018
X	Chancellor's Council	11-9-2018	11-9-2018

Policy Referenced:

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Chancellor's Signature/Approval

SIGNATURE: _Tina M. Tinney_   DATE: 11-15-2018

Tina M. Tinney, Ed.D.
Chancellor