

# SOUTH DAKOTA BOARD OF REGENTS

## Policy Manual

**SUBJECT:** Technology Purchases

**NUMBER:** 7.6

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### **A. PURPOSE**

To document the necessary approval for technology purchases.

### **B. DEFINITIONS**

None

### **C. POLICY**

#### **1. System Standards**

In order to ensure compliance with Information Technology standards adopted by the Board of Regents and to take advantage of the opportunity for cost savings and operational efficiencies through system-standards and system-wide purchases, technology purchases of equipment and software must adhere to established standards.

#### **2. Technology Standards**

2.1. The system will identify appropriate standards where necessary working with the appropriate councils to review options and adopt standards. Institutions are required to adhere to the standard when purchasing technology systems, equipment or software.

#### **3. Networking Equipment and Software**

3.1. Purchases related to networking and security system purchases which have been adopted as standards for the system may be purchased according to normal purchase policies.

3.2. Where a standard has not been established for networking equipment or related software, the institutions may proceed with purchases as long as the cost is less than \$50,000 per item.

#### **4. Administrative Software Purchases**

4.1. All administrative software purchases that supplement or enhance the functions of the standardized systems, including but not limited to the student or finance systems, must be reviewed by the appropriate councils and the technology council before a purchase can be made.

- 4.2. Administrative software systems that cost more than \$50,000 per annum should be reviewed by the appropriate councils and the technology council before a purchase can be made.

## **5. Instructional Software Purchases**

- 5.1. All software purchases that supplement or enhance the functions of the standardized systems, including the student learning system, must be reviewed by the appropriate councils and the technology council before a purchase can be made.
- 5.2. Software purchases for individual departments or faculty should be reviewed and approved by the campus CIO.

## **6. Instructional Equipment**

- 6.1. Classroom equipment must be compatible with the established network standards and equipment and is the responsibility of the local CIO.

## **7. Research Technology**

- 7.1. Researchers, research offices, and campus Chief Information Officers must strive for open communications in proposing and implementing new research technology and software on the campuses.
- 7.2. Research technology and or software bought through grants or through sponsored research needs to follow local purchasing approvals and be reviewed by the campus CIO to determine if the items are compatible with the technology infrastructure.
- 7.3. When grant proposals require new technologies or equipment that is not compatible with the current technology infrastructure, the CIO and researcher will agree on how the research and technology will be supported, and if necessary, how the costs will be covered by the grant.
- 7.4. The institutions may require final approval of all research technology equipment included in grant proposals, and the final authority is the president or his/her designee.

## **8. Purchase Approvals**

- 8.1. An exception can be made to this policy if a purchase is approved by the system networking and security administrator, the BOR chief information officer or the system vice president of finance and administration.

## **FORMS / APPENDICES:**

None

## **SOURCE:**

BOR December 2010; December 2018; October 2023 (Clerical).