



### 5.2.9 Acquisition of Data, Voice, and Video Services

Chapter 5 - Information Technology	Original Effective Date: June 2000
Section: 5.2 Infrastructure Solutions	Date Last Reviewed: May 2023
Responsible Entity: Vice President and Chief Information Officer	Date Last Revised: May 2018

#### I. Purpose

To establish the procedure for acquiring data, voice, and video services for UT Health San Antonio.

#### II. Scope

This policy applies to all faculty, staff, students, residents, healthcare providers, researchers, contractors, or any other individual (collectively, Workforce Member, including employees and non-employees).

#### III. Policy

The purchase, lease, subscription, or rental of telephones, signal transmission services, voice processing, and networking connectivity equipment is provided as a service to the other departments of UT Health San Antonio. Information Management and Services (IMS) – Infrastructure Solutions will ensure that it is properly acquired; state reporting requirements are met; compatibility with existing equipment is maintained; facilities are optimally used; and, the communications needs of the department are met in a cost effective manner.

Wireless printers are prohibited on UT Health San Antonio campuses.

Only IMS – Infrastructure Solutions is authorized for all telephone and data installations, moves or disconnects. Departments are not permitted nor have an outside vendor complete these services.

IMS installs Ethernet and fiber-optic cables for data, voice, or video for offices, labs, and other facilities at all UT Health San Antonio campuses. The physical-layer infrastructure for the University’s networking services, departmental networks, underground copper cable plant, and microwave radio links to other University sites in San Antonio and Laredo are also part of this service.

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Media cabling through building pathways shall only be installed or modified by IMS personnel and IMS approved contractors. Contractors must be vetted and approved by IMS; follow University building codes and standards; and adhere to IMS, Environmental Health & Safety, and Facilities Management inspections.

To acquire any of these services, submit an IMS Service Request.

### **IV. Definitions**

*There are no defined terms used in this Policy.*

### **V. Related References**

*There are no related documents associated with this Policy.*

### **VI. Review and Approval History**

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

<b>Effective Date</b>	<b>Action Taken</b>	<b>Approved By</b>	<b>Date Approved</b>
<b>06/2000</b>	Policy Origination		
<b>05/2018</b>	Policy Revision		
<b>05/2023</b>	Policy Review		