

**NEW COLLEGE OF FLORIDA
REGULATIONS MANUAL**

CHAPTER 4 - Academic Affairs

4-5004 Technology Acquisition

This Regulation sets procedural guidelines which are meant to ensure that NCF can provide professional support within realistic, logistical, and fiscal constraints. This Regulation is also intended to facilitate and promote consistency of technology, procedures, and information.

- (1) Statement of Regulation. NCF is continually improving technology in an effort to rebuild and modernize its infrastructure. As the NCF community identifies appropriate technologies to adopt, it is crucial that the Office of Information Technology (“IT”) be at the center of those decisions. Technology purchases, from an individual software purchase to outfitting an entire building, must be well researched. A decision to acquire a specific technology without consulting with IT may result in an overlap in services, incompatible technologies, or an inefficient use of resources. All individual technology acquisitions shall work efficiently and shall work in concert with NCF’s existing and planned information technology environment.
- (2) Procedure. The Checklist for Technology Acquisitions provides assistance to the campus community in identifying factors to consider when contemplating technology-related equipment purchases and will assist IT in evaluating the impact that an individual purchase will have on existing infrastructure and resources. The questions on the checklist are designed to help with identifying potential risks based on the size of the investment and the investment’s role in supporting the ongoing mission of NCF. This checklist shall be completed in consultation with IT staff before a technology-related equipment purchase order is created or a grant proposal is submitted so that all parties are informed as to whether or not IT will be able to provide support for the purchased equipment and can make arrangements to purchase additional support from the vendor if necessary. If after a grant proposal is submitted or a grant is awarded, additional technology-related equipment is indeed required, the checklist shall be completed in consultation with IT staff at that time. A supported hardware and software list can be found on the IT web pages. To purchase an item on the supported hardware and software list, a purchaser may call IT to obtain a quote.

Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulations 1.001 and 3.0075

History: Adopted 03-05-11; Revised 03-02-17 (technical amendment)