



POLICY NAME      Review for Acquisition of Information Technology Resources  
POLICY NUMBER    10.03.06  
POLICY SECTION    Information Technology  
EFFECTIVE DATE    June 9, 2015

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## 1.0 OVERVIEW AND PURPOSE

Information technology is a critical enabler in meeting university mission. Likewise, Texas Administrative Code, Chapter 202, Subchapter C, describes the information technology resources residing in Texas public higher education institutions as “strategic and vital assets belonging to the people of Texas” and that these resources must be managed “commensurate with their value” in a fashion that assures their protection and availability for appropriate use by authorized individuals. Compliance with this policy contributes to the availability, protection, and appropriate use of the information technology resources of Lamar University.

## 2.0 SCOPE

This policy applies to all persons and organizations that purchase, manage or utilize information technology resources owned or supplied by Lamar University, regardless of the source of funds or supplier. Changes to university purchasing policies in §2054.003(7) Government Code and/or other

\_\_\_\_\_ applicable  
state or federal legislation as follows:

Procedures, equipment, and software that are employed, designed, built, operated, and maintained to collect, record, process, store, retrieve, display, and transmit information, and associated personnel including consultants and contractors.\*

\*Modification of this definition through state or federal legislation shall supersede the above.

Information technology resources of Lamar University include, but are not or



Third Party Provider is any provider of information technology resources, products or services that is not an organization a component of Lamar University and not an employee of Lamar University who is supplying the products or services as works done for hire.

#### 4.0 POLICY

1. Acquisition of information technology resources, products or services shall be in accordance with any and all Lamar University Finance purchasing policies.
2. The Chief Information Officer (CIO) or designee will be responsible for central review and oversight of all university acquisition of information technology resources as prescribed by TSU Rules and Regulations.
3. Prior to acquisition, a review shall be completed and shall assess:
  - a. the acceptability of contract terms
  - b. the requirements for central IT support
  - c. compliance with adopted security standards
  - d. the accessibility of the information resource.
4. No purchase of information resources shall be made prior to completion of the review.
5. As per Finance purchasing policies, all purchases must be approved by the CIO or designee.



- 4. personal liability for consequences resulting from policy non compliance;
- 5. repudiation of the business agreement with third party provider.

6.0 RELATED DOCUMENTS

- 1. Texas State University System Rules and Regulations
- 2. Texas Administrative Code (TAC) 202,204
- 3. Lamar University Finance Procurement Manual

7.0 REVISION AND RESPONSIBILITY

Oversight Responsibility: Information Technology

Review Schedule: Every two years

Last Review Date: June 9, 2015

Next Review Date: June 9, 2017

8.0 APPROVAL

Kenneth Evans June 9, 2015  
 President, Lamar University Date of Approval

Cruse Melvin June 10, 2015  
 Vice President, Finance & Operations, Lamar University Date of Approval

Priscilla Parsons June 9, 2015  
 Chief Information Officer, Lamar University Date of Approval

9.0 REVISION HISTORY

| Revision Number | Approved Date | Description of Changes |
|-----------------|---------------|------------------------|
| 1               | 06/9/2015     | Initial                |