ACQUISITION OF COMPUTER HARDWARE AND SOFTWARE POLICY

Policy Statement

University divisions and schools are authorized to purchase computer hardware and software in support of their mission provided that the purchases are coordinated with Division of Information Technology (IT) so that the technology is secure, compatible with existing Enterprise Systems, not duplicative of existing Enterprise Systems, and able to be supported on the university’s network.

Reason for Policy/Purpose

This policy provides requirements and guidance to divisions and schools for acquiring computer hardware and software.

Who Needs to Know This Policy

Faculty and staff

Table of Contents

Policy Statement ..................................................................................................1
Reason for Policy/Purpose ...................................................................................1
Who Needs to Know This Policy .........................................................................1
Table of Contents .................................................................................................1
Policy/Procedures ................................................................................................2
Website Address ..................................................................................................2
Contacts ...............................................................................................................2
Definitions ............................................................................................................3
Related Information .............................................................................................3
Who Approved This Policy ................................................................................3
History/Revision Dates ........................................................................................3
Policy/Procedures

I. Acquiring Enterprise Systems

Divisions or schools proposing to purchase computer hardware or software that constitutes an “Enterprise System” (see Definitions, page 3) first must contact the Division of IT for confirmation that the proposed system is secure, not duplicative of another existing system, and can be centrally supported by the university.

II. Acquiring Other Computer Hardware or Software

Any software or hardware to be used on the university network must be verified to be secure and compatible with GW information systems standards and technical specifications by the Division of IT prior to the purchase. To check security and compatibility, the division or school must obtain confirmation from the Division of IT that the system is compatible with the network, has no required interfaces, is not duplicative, and that no other existing system meets the division or school’s needs.

III. Non-Conforming Systems

Software or hardware that does not meet the foregoing requirements will not be considered by the university to be supportable and/or adequately secure. The university will not allocate resources to make non-standard or insufficiently secured systems work, and such systems must not be used.

Website Address for this Policy

GW University Policies

Contacts

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Telephone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desktop and Laptop Computer Standards</td>
<td>IT Support Center</td>
<td>(202) 994-4948</td>
<td><a href="mailto:ithelp@gwu.edu">ithelp@gwu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Procurement Department</td>
<td>(202) 994-2500</td>
<td><a href="mailto:supchn@gwu.edu">supchn@gwu.edu</a></td>
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Definitions

For Definitions of Public Information and Non-Public Information and related guidance, please consult the Information Security Policy.

Enterprise System  Computer hardware or software that is centrally supported, resides on the university network, or meets one or more of the following criteria: 1) Used by more than one division or school; 2) requires an interface with another Enterprise System; 3) contains financial, managerial, non-public or other sensitive or mission critical information; and/or 4) requires application support that the division or school is unable to provide. Examples of Enterprise Systems include, but are not limited to: Banner, the Kronos time reporting system, and Oracle.

Related Information

Application and System Access Policy
Information Security Policy
Major Procurement Review and Authorization Policy

Who Approved This Policy

Louis H. Katz, Executive Vice President and Treasurer

History/Revision Dates

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<thead>
<tr>
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<tbody>
<tr>
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</tr>
<tr>
<td>Last Amended Date</td>
<td>October 26, 2010</td>
</tr>
<tr>
<td>Next Review Date</td>
<td>June 30, 2016</td>
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