



**THE GEORGE  
WASHINGTON  
UNIVERSITY**  
WASHINGTON, DC

**Responsible University Official:** Chief Information Officer

**Responsible Office:** Division of Information Technology

**Last Revised Date:** October 26, 2010

# ACQUISITION OF COMPUTER HARDWARE AND SOFTWARE

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## 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 (DIT) 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.

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## Reason for Policy

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

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## Who is Governed by this Policy

Faculty and staff

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## Policy

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### 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.

### 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.

### 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.

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## Definitions

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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 managed by DIT, 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*.

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## Related Information

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[Application and System Access Policy](#)

[Information Security Policy](#)

[Major Procurement Review and Authorization Policy](#)

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## Contacts

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Contact	Telephone	Email
IT Support Center	202-994-4948	<a href="mailto:ithelp@gwu.edu">ithelp@gwu.edu</a>
Procurement Department	202-994-2500	<a href="mailto:supchn@gwu.edu">supchn@gwu.edu</a>

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## Document History

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- **Last Reviewed Date:** July 9, 2018
- **Last Revised Date:** October 26, 2010
- **Policy Origination Date:** October 1, 2004

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## Who Approved This Policy

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Louis H. Katz, Executive Vice President and Treasurer

*This policy, as well as all [university policies](#), are located on the [Office of Compliance's](#) home page.*