

**Computer and Computer Related Equipment and Software**

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**I. Purpose**

This section applies to all acquisitions of computing hardware, software and services from external sources, whether purchased, rented or leased, excluding those that cost less than \$10,000.00.

**II. Responsibility**

The responsibility for approval of the above has been placed with the Chief Information Officer for Information Technology (CIO). All requisitions or requests for data processing equipment, software and services must be approved by the CIO prior to action by the Purchasing Division.

**III. Policy**

This policy outlines procedures related to the acquisition of all software from external sources. For purposes of this policy, there are four defined categories of software:

- A. Enterprise Applications: Software to be used throughout the University. Examples of enterprise applications include SAP, SCM, Exchange, Outlook, PICIS, Kronos, FES and Blackboard.
- B. Department/Division Supported Applications: Software to be used by two or more departments/divisions that require network level support, interfaces with other systems (e.g., SAP), or share data with other systems.
- C. Department/Division Independent Applications: Software to be used by two or more departments/divisions that do not require network level support or interfaces with enterprise applications.
- D. Limited Use Applications: Software to be used for specialized applications within a department(s) that does not replicate, in full or in part, data and/or functionality of an enterprise application.

**IV. Procedures**

To request approval, a department must create a shopping cart in SRM to allow the approval of the CIO.

Technology related equipment and supplies may be purchased through SRM punch-out catalogs, a shopping cart in SRM, or through the University's technology purchasing website, ebuy.

All software in categories A and B above, regardless of cost, must be reviewed and approved by the CIO or the Chief Information Officer of UK Healthcare. All software acquisitions in categories C and D that do not duplicate enterprise applications' functionality, costs less than \$10,000, and adheres to all relevant information technology standards, may be approved by deans and directors. All software applications in all categories costing \$10,000 or more must be reviewed and approved

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by the CIO.