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**Subject: Policy for the Purchase of Departmental-Based Computer Systems**

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**1. Purpose**

This policy lists the responsibilities of university auxiliaries/departments for the technical maintenance of software/systems and automated interfaces to university systems supported by Information Systems and Computing (IS&C) when a business agreement is not established with IS&C prior to the purchase of departmental based software/systems.

**2. Policy**

IS&C will work with departments or auxiliaries in an advisory capacity during the procurement process of departmental-based application systems to ensure consistency in university standards. Unless a business agreement is established with IS&C prior to the purchase of the software: (1) Any auxiliary or department purchasing software for a departmental-based system will be responsible for the technical maintenance of that system, and (2) For those departmental-based systems requiring an automated interface to university systems supported by AIS, it will be the responsibility of the department or auxiliary to write and maintain the automated interface. In order to ensure system integrity, departments or auxiliaries should procure the software source code or have vendors place the source code in trust. Also, it should be stated in the contract with the vendor that the university has the right to modify the purchased software.

**3. Procedures**

**4. Definitions**

**5. References**

**6. Approval and Revisions**

Approved September 30, 1998 by the Vice President for Information Systems, Erv Blythe.

- Revision 1

Changes made to reflect support/responsibilities of AIS (Administrative Information Systems) and Information Systems and Computing (IS&C).

Approved April 15, 2002 by Vice President for Information Technology, Earving L. Blythe.