



Computer Hardware/Software Equipment Purchases

OP-P 406

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Operating Protocol-Procedure #: 406

Category: Fiscal

Office of Primary Responsibility: Purchasing Department

Approval Date: 12/9/13

Effective Date: 12/9/13

Revised:

Purpose (Clearly state the rationale and purpose for this Operating Protocol)

To define the purchase process for State and College property and assets for computer related purchases

Applicability (Identify to whom this Operating Protocol applies)

All employees

Definitions (Define abbreviations, acronyms, and technical terms)

Purchased Property, for the purpose of this Operating Protocol & Procedure, is defined as any computer-related equipment or items purchased with general fund, auxiliary, or grant dollars or donated to the College through the PCC Foundation. These items can include, but are not limited to computers, monitors, printers, network technology, computer peripherals, and supplies.

Ultimus - PCC workflow software for the processing of various administrative procedures within the college.

References (List any related references such as State Board policies, state statutes, accreditation regulations, etc.)

State of Colorado Administrative Regulation 450-03
Procurement Code R24-107-101-05

Attachments (List any supporting documents related to this Operating Protocol/procedure including a process flow chart, if applicable)

Attachment A - Purchase Process Flow Chart

Operating Protocol (Please provide the statement of Operating Protocol. The Operating Protocol statement is the governing rule, principle, plan, or understanding that guides the procedure)

Purchased Property and assets of Pueblo Community College, purchased with college funds or donated to the college, are considered property of the State of Colorado.

It is unlawful for personal purchased computer related property to be incorporated into a state system and to be used or otherwise supported by state personnel. Likewise the purchase of computer related systems are for use within state agencies, not for personal use.

Once any individual or department determines that there is an established/justified need for the purchase of additional/new computer hardware or software, they are to contact the Department of Information Technology (IT) by phone, email, or the PCC IT Help Desk Manage Engine link with the request.

Procedure

This process does not apply to items deemed as office supplies such as printer/toner cartridges. These types of office supplies may be purchased by PCC personnel without going through IT.

When a request for computer hardware or software has been received, the Information Technology Director or designee will then work with the requestor to initiate the order. The IT Director, or designee, will ensure that all the requirements for the purchase are documented and understood, and will work with the Business Officer and/or the Legal Department at the CCCS Offices, to ensure that terms and conditions for the use of the technology meet state and college rules, regulations and laws. If these terms and conditions are not met, new quotes for different products will be developed and the legal review will be performed again.

Once the terms and conditions have been met, the IT department will then provide a quote(s) to the requestor.

The requestor will initiate a purchase request using the online purchase request form in the Ultimus application. All appropriate signature authorities must approve the request as defined within the Purchase form workflow.

Following the electronic routing of the purchase request form, the Purchasing Office will purchase the requested hardware/software.

Procurement cards cannot be used for purchasing hardware or software without the express approval of the purchasing office.

Once ordered, all software and hardware will be delivered to the Department of Information Technology where the installation will be scheduled between the requestor and the Information Technology Department.

ATTACHMENT A

