Policy Title	Policy on Technology Budget Planning and Purchasing
Policy Number	5004
Category	Business & Finance
Applicability	College-wide
Responsible Office	Information Technology Services
Effective Date	July 15, 2024

I.   Policy Statement

As budgets are prepared, all technology requests are to be evaluated by the technical review process conducted by Information Technology Services. All technology purchases are to be reviewed and approved by Information Technology Services.

II.   Rationale

The purpose of this Policy is to establish a uniform process college-wide for budget planning and required purchasing approval for technology.

III.   Scope and Applicability

This Policy governs the budget planning and purchasing process for all technology at the college and applies college-wide to all administrative units, departments, and employees of the college.

IV.   Responsible Office/Executive

The Office of Information Technology Services has responsibility for the implementation and review of this Policy. Individuals with questions about this Policy should contact the Office of Information Technology Services for more information.

V.   Definitions

Technology: Any technology-based product or service, including but not limited to hardware, software, and any web/cloud-based platform or service.

VI.   Policy Elaboration

Planning for enterprise-level activities is handled through the budget process of the office(s) responsible for these services. Purchasing is handled by Information Technology Services.

Campus departments are to initiate their technology needs discussions with the College's Vice President for Information Technology Services. In all cases, this discussion and the technical review process required by this Policy are to take place prior to finalizing the selection and purchase of any technology. In addition to the technical review process and accessibility review process conducted

by Information Technology Services, facilities requirements should be reviewed by the campus's administrator in charge of Plant Operations or designee.

Recommendations on the value, necessity, and appropriateness of the technology request will then be provided to the Campus business Office, Budget Review Committee, or College Grant Office after the request has been reviewed and approved by Information Technology Services. Campus Business Officers, Central Procurement, Business & Financial Affairs, and grant administrators are not to approve technology purchases that have not been previously approved as required by this Policy.

VII.   Related Administrative Procedures

The Office of Information Technology Services has put in place procedures to facilitate the consultation and approval process described above. Additional information can be found at:

- [Office of Information Technology Services webpage](#)
- [Suffolk Help](#)

VIII.   Cross-References

- [Procurement Policy](#)
- [Website Accessibility Policy](#)

IX.   References

- Middle States Commission on Higher Education (MSCHE) [Standard VI](#)
- [SUNY Policy 6901, Electronic and Information Technology (EIT) Accessibility Policy](#)

X.   History / Revision Dates

Adoption Date: January 27, 2009 (Executive Council)
Revised: July 15, 2024 (President's Cabinet)