

 VILLANOVA UNIVERSITY	Policy: Procurement of Hardware and Software
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Financial Affairs Department Financial Information Systems Support Policies and Procedures	Approved: March 12, 2004

Policy

While Financial Affairs staff are encouraged to use the software available on the University PC image, the procurement of non-standard hardware and software to meet specific processing requirements is often necessary. All computer hardware and software purchased by Financial Affairs must be approved by Financial Information Systems Support. This policy applies to non-capital purchases.

Procedures

1. To ensure the stability and reliability of the Financial Affairs network, the procurement of any computer equipment and software should be coordinated with the Financial Information Systems Support department. All products must be compatible with the University's computing environment.
2. Financial Information Systems Support will work to ensure that approved University vendors are used.
3. Hardware or software that has the potential to affect the performance of the University data network or any University systems, or has security considerations, will be reviewed by UnIT as well as by Financial Information Systems Support.
4. Non-standard hardware or software generally receives limited, if any, support by UnIT. The purchasing departments are responsible for implementation and ongoing maintenance.
5. Users who purchase their own software must comply with the software license agreement. Software on University computers must be properly licensed, including that which is installed by individual users. While UnIT maintains license inventories for all standard software, it will be the responsibility of the user or department to provide a license agreement in the event of an audit.