



Section 8: Acquisition of Technology and Services

Information Systems provides the Technical Support and Review Committee (TSRC). The TSRC will review all proposed purchases of data processing or other information technologies, including computer hardware, software, peripherals, or networking devices in order to ensure:

- Acquisitions will satisfy the need
- Completeness of the request
- Compatibility of hardware/software
- Supportability

It is not the purpose of the committee to thwart purchases/grants but rather to assure their technical quality and appropriateness. The Technical Support and Review Committee is composed of the technical staff employed by Information Systems and works in cooperation and consultation with the unit making the purchase request.

All purchase requisitions (PRs) and grant applications involving any information technologies must be approved through Information Systems' Technical Support and Review Committee. Grant applications will be routed to the Technical Support and Review Committee through the Office of Research and Sponsored Programs (ORSP). *(Grant applicants are advised to discuss the technical aspects of a grant well in advance. The Technical Support and Review Committee will not be responsible for delays in grant process if adequate time is not provided for review and possible modification of the grant application.)* Upon approval by the committee, the PR/grant application will be forwarded to the appropriate agent for signature approval.

Business Affairs will not accept any purchase requisition for information technology that has not been pre- approved by the Technical Support and Review Committee.

Expenditures Requiring Review

The following technology commodities/services have been identified by expenditure object code as those requiring review and approval through the Technical Support and Review Committee (TSRC) prior to submittal to Business Affairs/Purchasing Section for processing:

3330 - Maintenance of Data Processing Equipment IT: Maintenance and minor repair of data processing equipment performed by an outside agent or agency, includes service contracts and repair on/for personal computer systems and Computer Center hardware, including peripherals and systems software.

3331 - Maintenance of Data Processing Equipment IT-Software: Expenditures incurred in the support and preservation of software for data processing equipment. Should include software support and enhancements expenditures paid to vendors. This object is used to record Information Technology expenditures.

3380 - Data Processing IT - Contract Services: Expenditures for contracted services involving data processing services approved through the Office of State Purchasing.

3420 - Rentals - Equipment: Rentals and/or lease of building and grounds equipment including generators, mowers, farm implements, etc.; office machines and equipment including typewriters, copy machines, fax machines, etc.; and educational and recreational equipment.

3430 - Rentals - Data Processing Equipment IT: Rentals and/or lease of data processing equipment for offices and Computer Center.

3431 - Computer Resource Allocation: Allocation cost of computer resources.

3436 - Data Processing IT -Licensing Software: Expenditures for acquiring the licensing of software such as: Windows, Office, Adobe, and Apple. This object is used to record Information Technology expenditures.

3437 - Computer Time Rental: Cost incurred in the rental of computer time.

3435 Computer Software: Cost incurred in the acquisition of computer software, when purchased separately from computer hardware.

3441 LISTN - Collections: Credits for interdepartmental telecommunications services.

3442 Telecommunication Services: Charges for interdepartmental telecommunications services.

3481 Data Processing Equipment IT -Financing: Expenditures incurred for financing of data processing equipment (hardware) by third party financing such as LEAF. This object is used to record Information Technology expenditures.

3513 License Fees: Software license fee, taping license, broadcasting fee, etc.
Telephone & Telegraph: All charges included in the Standard bill for telephone services. This would include standard state services, local and LINC; business services, local and long distance; cellular services; and 800 services.

3711 Telephone - Local Service: Charges for local service.

3712 Telephone - Toll Free and International Service: Charges for toll free and international long distance.

3713 Telephone -LINC: Charges for LINC long distance service

3714 Telephone - Service Contract: Charges for service contract on maintenance of University telephone systems.

3715 LONI: Charges for LONI research network access and commodity Internet access.

3716 Data Lines and Circuits: Any charges for data circuits and wide area networks.

3718 Telephone Contract Overhead: Telephone service overhead.

3719 Telephone - Other: Other charges for the support and maintenance of the University's telephone systems, not otherwise specified.

3720 Wireless - Reimbursement: Reimbursement of charges for business use of personal cell phones and/or other wireless communication services.

3721 Wireless Services: Charges for cellular telephone service; wireless Internet and pagers.

3722 Telephone-911: Charges for 911 services.

3726 Wireless Services: Charges for cellular telephone service; wireless internet and pagers.

3730 Telegraph: Charges for telegraph, teletype, fax charges.

3740 Other Communication Services: Charges for other services other than telephone, and data line or circuits which would include radio paging, OTM credit card, etc.

3985 Transponder Time: Charges for transponder time.

4470 Computer Supplies - General: Specialized items used in the day to day operations of a computer, both mainframe and personal, which would include computer paper, diskettes, mouse pads, etc. This object is used to record Information Technology Expenditures.

4720 Software IT: Charges for software supplies. Includes database compiles, P.C. based application software, etc., i.e., Lotus Word Perfect, etc valued up to \$5, 000. This object is used to record Information Technology expenditures.

5735 Professional Services IT: Professional services contracts for Information Technology.

7260 Acquisitions-Medical Costing \$1,000 - \$4,999: Equipment used in the treatment or diagnosis of sick or injured, including veterinary equipment. Cost would include purchase price, delivery charges, taxes, installation charges and other purchase-related costs. Taggable non-capitalized property costing between \$1,000 - \$4,999.

7261 Acquisitions-Capitalized Medical Equipment Costing \$5,000 or more: Equipment used in the treatment or diagnosis of sick or injured, including veterinary equipment that is taggable and capitalized (\$5,000 or greater). Cost would include purchase price, delivery charges, taxes, installation charges, and other purchase related costs.

7262 Acquisitions-Medical Equipment Costing Less Than \$1,000: Equipment used in the treatment or diagnosis of sick or injured, including veterinary equipment, etc., that are not taggable or capitalized whose cost is below the \$1,000 threshold. However, this property has a useful life of more than one year. Cost would include purchase price, delivery charges, taxes, installation charges, and other purchase related costs.

7270 Acquisitions-Office Costing \$1,000 - \$4,999: Equipment used in the operation of an office. Costs would include purchase price, delivery charges, taxes and other purchase-related costs. Common items in this account are office machines, furniture and furnishings. Taggable non-capitalized property costing between \$1,000 - \$4,999.

7271 Acquisitions-Capitalized Office Equipment Costing \$5,000 or more: Equipment used in the operations of an office. Cost would include purchase price, delivery charges, taxes, and other purchase related costs. Includes office machines, furniture, furnishings, etc., that are taggable and capitalized (\$5,000 or greater).

7272 Acquisitions-Office Equipment Costing Less Than \$1,000: Equipment used in the operations of an office. Cost would include purchase price, delivery charges, taxes, and other purchase related costs. Includes office machines, furniture, furnishings, etc that are not taggable or capitalized whose cost is below the \$1,000 threshold. However, this property has a useful life of more than one year.

7280 Acquisitions-Educational, Recreational & Cultural Costing \$1,000 - \$4,999: Equipment used for educational, recreational or cultural enrichment. Common items are overhead projectors, artifacts for museums, pool tables, weights, TV's, VCR's, musical instruments, etc. Cost would include purchase price, delivery charges, taxes, installation charges and other purchase-related costs. Taggable non-capitalized property costing between \$1,000 - \$4,999.

7281 Acquisitions-Capitalized Educational Recreational Costing \$5,000 or more: Equipment used for instruction and recreation that is taggable and capitalized (\$5,000 or greater). Cost would include purchase price, delivery charges, taxes, installation charges and other purchase related costs.

7282 Acquisitions-Educational, Recreational Costing Less Than \$1,000: Equipment used for instruction and recreation that is not taggable or capitalized whose cost is below the \$1,000 threshold. Includes overhead projectors, pool tables, etc. Cost would include purchase price, delivery charges, taxes, installation charges and other purchase related costs. However, this property has a useful life of more than one year.

7310 Acquisitions-Communications Costing \$1,000 - \$4,999: Equipment used for communications such as radios, antennas, teletype machines, etc. Costs would include purchase price, delivery charges, taxes, installation, microphones, and other purchase-related costs. Taggable non-capitalized property costing between \$1,000 - \$4,999.

7311 Acquisitions-Capitalized Communications Costing \$5,000 or more: Equipment used for communication such as radios, antennae, teletype machines, etc. that are capitalized and taggable (\$5,000 or greater). Cost would include the purchase price, delivery charges, taxes, installation, and other purchase related costs.

7312 Acquisitions-Communications Costing Less Than \$1,000: Equipment used for communications such as radios, antennae, teletype machines, etc that are not taggable or capitalized whose cost is below the \$1,000 threshold. Cost would include the purchase price, delivery charges, taxes, installation, and other purchase related costs. However, this property has a useful life of more than one year.

7330 Acquisitions-Software Costing \$1,000 - \$4,999: Expenditures for the purchase of taggable, non-capitalized electronic data processing software. Also includes vendor provided installation and training costs that may be bundled with the software. (costs from \$1,000 to \$4,999 per work station). This object is used to record Information Technology expenditures.

7331 Acquisitions-Capitalized Software Costing \$5,000 or more: Expenditures for the purchase of electronic data processing software that is capitalized (\$5,000 or greater). Also includes vendor provided installation and training costs that may be bundled with the software. (\$5,000 or more per work station). This object is used to record Information Technology expenditures.

7332 Acquisitions-Software Cost Less Than \$1,000: Expenditures for the purchase of electronic data processing software that is not taggable or capitalized whose cost is below the \$1,000 threshold per workstation. Also includes vendor provided installation and training costs that may be bundled with the software. This object is used to record Information Technology expenditures. However, this property has a useful life of more than one year.

7340 Acquisitions-Hardware Costing \$1,000 - \$4,999: Expenditures for the purchase of taggable, non-capitalized electronic data processing equipment (\$1,000 - \$4,999). Includes mainframes, mid-range personal computers (PC's), peripherals, scanners, printers, disks, tape robotics, etc. This object is used to record Information Technology expenditures.

7341 Acquisitions-Capitalized Hardware Costing \$5,000 or more: Expenditures for the purchase of electronic data processing equipment that is capitalized and taggable (\$5,000 or greater). Includes mainframes, mid-range personal computers (PC's), peripherals, scanners, printers, disks, tape robotics, etc. This object is used to record Information Technology expenditures.

7342 Acquisitions-Hardware Costing Less Than \$1,000: Expenditures for the purchase of electronic data processing equipment that is not taggable or capitalized whose cost is below the \$1,000 threshold. Includes mainframes, mid-range personal computers (PC's), peripherals, scanners, printers, disks, tape robotics, etc. This object is used to record Information Technology expenditures. However, this property has a useful life of more than one year.

7350 Acquisitions-Data Communications Facilities Costing \$1,000 - \$4,999: Expenditures incurred for taggable, non-capitalized (\$1,000 - \$4,999) data networks (LANs, WANS, Microwave/Circuits, Data Lines). Examples are modems, routers, bridges, controllers, concentrators, analyzers, and switches. This object is used to record Information Technology expenditures.

7351 Acquisitions-Capitalized Data Communications Facilities Costing \$5,000 or more: Expenditures incurred for data networks (LAN's WANS, Microwave/Circuits, Data Lines) that is capitalized and taggable (\$5,000 or greater). Examples are modems, routers, bridges, controllers, concentrators, analyzers, and switches. This object is used to record Information Technology expenditures.

7352 Acquisitions-Data Communications Facilities Costing Less Than \$1,000: Expenditures incurred for data networks (LANs, WANS, Microwave/Circuits, Data Lines) that are not taggable or capitalized whose cost is below the \$1,000 threshold. Examples are modems, routers, bridges, controllers, concentrators, analyzers, and switches. This object is used to record Information Technology expenditures.