

Advancement | UCF Foundation, Inc.

IT Procurement Policy

Policy# 10.03

Effective Date: 05/05/2020

Responsible Department: Information Technology Services

1. PURPOSE

The purpose of this policy is to ensure that the acquisition process for all University of Central Florida Foundation, Inc. (Foundation) Information Technology (IT) resources adhere to University of Central Florida (UCF) and Foundation procurement requirements and are reviewed by the Director of IT Services for authorization.

2. APPLICABILITY

This policy covers the acquisition of all information technology resources that will be acquired, purchased or leased by the Foundation such as equipment, computer hardware, software and services.

3. POLICY

IT Services provides information technology services used by the Foundation beyond services already provided by UCF IT to include business application management, database management, business intelligence, service desk operations, and end-user technical training. All requests for the acquisition of equipment or software, whether as individual items or as part of a larger project, must be sent to the IT Services Service Desk.

IT Services is the sole authority for installing hardware and software and for placing orders for IT software and hardware on behalf of the Foundation regardless of the source of funding. Authorization for the purchase of products or services must meet authorization approval level guidelines established by the Foundation's Office of Accounting and Financial Management Services. All purchases must be approved by the Director of IT Services and in compliance with the Foundation's policies, including the Purchases of \$75,000 or Greater Policy (7.01).

4. CLARIFICATION

Requests for clarification of this policy should be sent to the Associate Vice President for Advancement Strategy.

Certified as approved by the Executive Committee of the Foundation Board of Directors on May 05, 2020.

Name: Michael J. Morsberger
Title: Vice President Advancement and Chief Executive Officer

Revision history:
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