

Faculty & Staff

Ferris State University

TO: All Members of the University Community 2007:03

DATE: August 2006

Guidelines Governing Financial Accounting of FSU Computer-Related Acquisitions (supersedes 2000:15)

I. INTRODUCTION

Information Technology Support goals include having in place equipment, software, and peripherals that will function together and provide users with the necessary tools to perform work-related tasks. We must keep in mind that the University has specific reporting and accounting guidelines that need to be followed by all areas across campus units.

Transfer requests for funding support from the departments of your computer support area will be made at the beginning of the fiscal year. The Accounting Office will not generate journal entries from a department to the support area for purchases/amounts that are not considered capitalized assets. At present, this is an amount less than \$5,000. To this end, it is necessary to provide the following direction.

II. CAMPUS INFORMATION TECHNOLOGY STANDARDS AND INFORMATION TECHNOLOGY SUPPORT GUIDELINES

Information technology support will maintain guidelines regarding equipment, software, and technical support requirements. University Information Technology standards will apply to the selection, procurement, and administration of these guidelines. Agreements may also be necessary to provide supplemental assistance to meet the demands of the consortia customers.

III. PURCHASING OF INFORMATION TECHNOLOGY ITEMS AND MATERIALS

These guidelines assume that purchase of computer hardware and peripheral devices will be guided by technical and performance standards routinely established by the Computer Standards Committee. Individuals designated by their department, college, program or division to purchase such items must determine whether what they want to purchase meet these standards. If a desired item does not conform to existing University technical and performance standards, the purchaser must contact his/her computer information

technology support area to determine if a substitution may be made. If there is any doubt about conformance to standards, the purchaser should contact his/her local computer technician. An open line of communication between the purchaser and the information technology support staff over technical and performance standards will substantially increase the likelihood that computer hardware and peripheral devices will work when they are installed.

IV. INFORMATION TECHNOLOGY MATERIALS ACQUIRED/PURCHASED WITHOUT INFORMATION TECHNOLOGY SUPPORT CONSULTATION

At the discretion of the Chief Technology Officer (CTO), items purchased outside of standards that have not been brought to information technology support's attention prior to purchase will not be supported. Areas or individuals who work outside the parameters of information technology support will be notified of non-compliance with the established policies by a manager. The CTO will apprise the related reporting administration of the individual/unit's non-compliance as well. The CTO will bring such matters to the attention of the appropriate Vice President and President for discussion and adjudication, as deemed necessary.

V. DONATIONS OF INFORMATION TECHNOLOGY ITEMS

Before accepting donations of equipment and technologically advanced items, a discussion must occur between a representative of the department/unit where the items will be used and information technology support. The purpose of the discussion is to determine if the items can be supported, how much additional staff training will be required to maintain the items for student use, and a source of financial support if needed. Final approval is at the discretion of the CTO.

Richard Duffett, Vice President Administration and Finance

Contact: John Urbanick, Chief Technology Officer or your Technology Services Manager