

Facilities Division IT Procedures

**Revision Date:** February 12, 2020

**Purpose:** Ensure Facilities is a responsible steward of campus technology equipment and data.

**SOP Owner:** Business Systems & Office of the University Architect

**Procedure:** This procedure applies to the purchase of hardware and software as well as the use of personal devices

1. Purchasing Hardware and Software

1.1. Purchasing Hardware

All IT hardware purchases of any kind need to go through Betty Elliott and/or Daniel Ziser for consultation and approval before being submitted for purchasing. Hardware purchases would include anything that may be considered IT related such as Desktops, Laptops, Monitors, Ipads, Tablets, Printers, Keyboards & Mice, External Hard Drives, and other items like those. OIT has a list of approved devices they already support (CPI Approved Devices), and there are rules that we need to make sure we are following so we are in compliance. If hardware gets purchased without going through Betty or Daniel, it may not work with our systems and it may have to be returned if it isn't compliant.

<http://web.archive.org/web/20150919042233/http://oit.ncsu.edu/sites/default/files/cpimemo.pdf>

1.2. Purchasing Software

All software purchases should be reviewed by the Facilities Technology Group. This group can help make sure that the software meets the [IT Purchase Compliance Rules](#). This includes but is not limited to analyzing whether the data stored is sensitive data, determining if the clickwrap agreement is compliant, making sure the software is compatible with other NC State software and hardware. The Facilities Technology Group will also review the software and work with the requestor, to make sure that other systems either in Facilities or the University are not currently providing the same features. For groups who need software but do not have a particular software in mind, they are encouraged to ask the Facilities Technology Group for help assessing what software is available to suit their needs.

<https://software.ncsu.edu/it-purchase-compliance/it-purchase-compliance-information>

2. Personal Devices

The use of personal devices (laptops, tablets, etc.) on campus is discouraged. Any personal devices that are used for University business are subject to the same regulations as University-owned devices as set forth by OIT. They cannot be used for storage of any data at a red level or above and must comply with current Endpoint Protection Standards. This includes, but is not limited to, must have campus approved anti-virus and anti-malware software installed, operating system must be updated in a timely manner, and University

software should not be installed without receiving prior approval. Personal devices used to do University business at home (or away from the office) must also comply with current EPS and not store University data.

<https://oit.ncsu.edu/it-security/eps-implementation/guidance/>

<https://policies.ncsu.edu/rule/rul-08-00-18/>

**Procedure Review:** Facilities Human Resources will schedule and track the following reviews of all Facilities Division SOPs.

1. Each new Facilities employee shall review this procedure at Facilities Orientation.
2. All Facilities employees shall review this procedure annually.
3. The SOP Owner shall review this procedure every 2 years for necessary updates or clarifications.

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