

## **Business/Non-Instructional Operations**

### **Acquisition and Updating of Technology**

#### **Policy Guidelines for Technology Purchases**

Because of CREC's interest in and dependence upon technology and the need to engage in thoughtful planning prior to purchase, the following policy guidelines have been established.

Prior to any hardware or software purchase these guidelines are to be reviewed and considered:

1. The most important criteria for selection of technology are the needs and objectives of the site where technology will be used and the compatibility with the network and overall technology plan.
2. Equipment and software decisions shall be the result of comparisons and study of the products from a variety of vendors.
3. CREC Business Services general purchasing procedures must be followed.
4. CREC technology department shall be involved in planning the purchase of technology and planning and implementing in-service programs.

Policy adopted: No Date