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3 **POLICY STATEMENT 134**
4 **REVIEW AND APPROVAL FOR ACQUISITION OF SOFTWARE AND SERVICES**

5 Policy Digest

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7 Monitoring Unit: Office of Information Technology
8 Initially Issued: August 1, 2023
9 Last Revised: None

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13 **I. PURPOSE**

14 This policy statement is required by LSU [Permanent Memoranda \(PM\)-36 and PM-50](#).

15 Information technology and information systems are vital to the effective operation of the
16 University in fulfilling its mission. The University recognizes the volatility and interconnectedness
17 of the information technology environment requiring due diligence by faculty, staff, and others
18 utilizing these systems in acquisitions of information technology, including Internet of Things
19 (IoT) solutions, to reduce the threat of security risks and data breaches, adhere to regulatory
20 requirements, determine compatibility with information technology infrastructure, and manage
21 information technology assets to promote effective use of such investments.

22 This policy identifies the expectations for the review and approval of hardware, software, and
23 services before acquisition. This policy also identifies the expectations and responsibilities
24 regarding the fulfillment of and compliance with all applicable policies, regulations, and
25 agreements.

26 Policies and procedures regarding information technology hardware, software, and services
27 acquisition by the institution, campus, unit, or individual serve to protect the organization from
28 security risks and vulnerabilities; ensure compliance with regulations, laws, and policies;
29 promote cost-savings, and promote adherence to industry best practices.

30 **II. DEFINITIONS**

31 **Acquisition.** Refers to obtaining information technologies or systems and is not to be
32 construed as limited to purchase alone. Instead, it encompasses all means, processes, or
33 procedures to obtain, receive, allocate, or deploy information technologies and/or systems,
34 regardless of the source of funds, with or without cost.

35 **Information Technology.** Any form of technology that serves to store, manipulate, transmit, or
36 receive information. This includes hardware and/or devices as well as software (operating
37 systems, programs, applications, plug-ins, add-ons, etc.).

38 **Internet of Things (IoT).** The Internet of Things refers to the ever-growing network of physical
39 objects that feature an IP address for internet connectivity, and the communication that occurs
40 between these objects and other Internet-enabled devices and systems.

41 **III. GENERAL POLICY**

- 42 A. Before acquisition, the University requires that all information technology hardware,
43 software, and services undergo a thorough review and approval process.
- 44 B. Existing information technology hardware, software, and services must undergo a
45 periodic review and re-approval process to ensure that criteria for continued use are
46 met. The frequency of these reviews and re-approvals will be based on the level of risk.
- 47 C. Approval for acquisition or continued use is not to be construed as perpetual.
- 48 D. For each acquisition and the types of review listed, the Office of Information Technology
49 or a determined group within the organization with relevant experience and
50 understanding around the scope of the review shall be responsible as described.
- 51 1. Accessibility: compliance with accessibility and usability standards (e.g., ADA).
- 52 2. Information Security: compliance for security, privacy, and risk standards.
- 53 3. Protected Data: assessment of the potential for data breaches and to obtain data
54 steward approval (e.g., HECVAT, SOC2).
- 55 4. Payment Card Industry (PCI): compliance for any software or service that collects
56 payments and/or payment information (e.g., credit card processing).
- 57 5. Licensing Agreements: ensure the satisfaction of institutional standards.
- 58 6. Compatibility/Standards: assessment of compatibility with existing and planned
59 information technology infrastructure, including integration with institution-wide
60 systems and compliance with required standards.
- 61 7. Duplication: consideration of existing hardware, software, or services to meet the
62 requestor's needs, making efficient and effective use of technology investments.
- 63 8. Other Reviews: any other review that may be pertinent to the circumstances of the
64 acquisition that is not covered in the scope of specific reviews listed herein.

65 **IV. RESPONSIBILITIES**

- 66 A. Processes, policies, standards, guidance, and procedures, as applicable, will be
67 established under the direction of the Office of Information Technology in consultation
68 with subject matter experts and administration to ensure that all information technology,
69 systems, and services are vetted in a manner that manages and balances the demand
70 for institutional information technology needs across the organization while adhering to
71 the required reviews for accessibility, information security, protected data, PCI, licensing
72 agreements, intended use, audience, and others, as appropriate.
- 73 B. It is the responsibility of the individual who seeks to acquire and/or use information
74 technology, systems, and/or services to do so in accordance with all applicable
75 regulations, agreements, terms, policies, standards, guidance, and procedures.

76 **V. PROCEDURES**

77 A. The Office of Information Technology will establish, review, and revise or amend, as
78 appropriate, standards and procedures for the review of all information technology and
79 information systems.

80 B. Questions or comments regarding this policy statement should be submitted, in writing,
81 to the Office of Information Technology.

82 **VI. REVISION HISTORY**

Version	Date	Change Description	Edited By
0.1	05/03/2023	Initial Draft	Office of Information Technology

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