

**1 DIRECTIVE**

1.01 Only enterprise-approved IT systems may be purchased or leased. The Information Technology Service Delivery Organization (IT SDO) will maintain a list of approved IT systems.

1.02 Acquisition of all systems must be coordinated through the IT SDO.

**2 PURPOSE**

2.01 The purpose of this Directive is to ensure that:

- Information technology acquisitions are in alignment with the enterprise's strategic plan; and
- All applicable enterprise and volume discounts on IT purchases are received.

**3 SCOPE**

3.01 This directive applies to all employees.

**4 RESPONSIBILITY**

4.01 All employees must use only IT systems on the enterprise-approved list for all business processes.

4.02 The IT SDO must approve the use of any exceptions, each of which must be supported by an appropriate business case from the group requesting non-approved systems software for business processes.

4.03 The IT SDO must review the purchase or lease of all IT systems.

4.04 The IT SDO must validate that all IT systems acquired by purchase or lease are included in the current tactical plan and that purchases are within the current operating budget.

**5 DEFINITIONS**

5.01 "**Information system**" is a business application made up of the database, the data entry, update, query, and report programs as well as manual and machine procedures. Order processing systems, payroll systems, inventory systems and accounts payable systems are examples of "information systems."

5.02 “**IT system**” is a combination of computer hardware and the software that provides the environment for running computer applications. Sometimes *system* simply refers to the operating system—the master control program that runs the computer.

**6 RELATED DIRECTIVES**

OCIO IT 2.03 – Recording IT assets

OCIO IT 2.04 – System Setup

OCIO IT 2.05 – Warranties and Support

OCIO IT 2.07 – Disposal of Hardware