

3.a Technology Procurement and Replacement

Responsible Office	Information Technology		
Effective	5/10/2016		
Revised	11/1/2019; 1/13/2021; 3/24/2025; 2/3/2026		
Last Reviewed	February 3, 2026		
Compliance	<input type="checkbox"/>	<input type="checkbox"/>	
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

Policy

Heritage University has modern, adequate, and secure technology resources to support academic instruction, research, student services, and business functions. The Information Technology (IT) Department is responsible for technology budgeting, procurement, inventory management, support, maintenance, and disposal of University-owned technology assets.

Scope

This policy applies to all University-owned technology assets, regardless of funding source, including but not limited to:

- Desktop and laptop computers 4-5 years
- Servers and networking equipment 5-7 years
- Software, cloud services, and licensing are subject to a managed life cycle and will be reviewed periodically for security, supportability, compliance, and cost.
- Instructional and classroom technology 5-8 years
- Departmental printers 3-5 years

This policy excludes peripheral devices like:

- Keyboards and mice
- Webcams, microphones, speakers, and headsets
- Printers and scanners without network connectivity

Definitions

*Any device capable of storing institutional data, executing software, or independently accessing institutional networks shall be classified as a **technology asset** and is subject to IT Director review and approval.*

Equipment refers to any device which directly connects to any Heritage University network or telecommunications system.

Peripheral devices are non-computing accessories that connect to an existing endpoint for input, output, or basic functionality and do not independently process data, store institutional information, execute an operating system, or initiate network communications.

Related Documents

[Information Technology Appropriate Use Policy](#)