



## 4.5 Information Technology (IT)

### Policy Statement

The University of Georgia will comply with the requirements of the Georgia Technology Authority, the Department of Administrative Services, the University System of Georgia (USG), and State law when processing technology procurements. Additionally the University requires departments initiating technology projects with a cumulative cost of \$10,000 or more\*, or which meet certain security or IT standards criteria\*\* regardless of cost, to obtain Computer Equipment, Software, and Services (CESS) approval prior to the submission of any purchase requisition related to the project.

### Reason for policy

To maintain compliance with State and USG requirements related to technology purchases and to provide guidance for departments in processing these purchases

### Procedures

#### **Computer Equipment, Software, and Services (CESS):**

CESS approval is required for all technology projects with a cumulative cost of \$10,000 or more\*, or which meet certain security or IT standards criteria\*\* regardless of cost. The cumulative cost is based on the total cost of the project and not on individual requisitions.

**\*IT projects with a cumulative total of \$500,000 or more will also require approval from the Office of Information Technology Services at the Board of Regents.** For further information regarding Board of Regents CESS approval, please see the [CESS Approval Essentials website\[JEB1\]](#).

**\*\*As necessitated by the University's increased focus on information security and risk management, some technology projects (or a single purchase) costing less than \$10,000 may require CESS approval. Any IT purchase that may process, store, or transmit sensitive or restricted data, and/or be classified as critical to the University requires CESS approval regardless of cost.** For further information regarding IT Security or standards, please see the [CESS Approval Essentials website\[JEB2\]](#).

IT Project whose total cost estimate is:	Guidelines effective November 9, 2015	Comments
\$0 - \$9,999	CESS approval required if IT purchase will process, store or transmit sensitive information, and/or be classified as critical to the University. A <a href="#">CESS Security Evaluation form</a> is required if the answer to any of the 3 security questions on the CESS form is "yes".	IT Security has evolved to being a more critical evaluation factor (vs. dollar amount)
\$10,000 - \$99,999	CESS approval is required. A <a href="#">CESS Security Evaluation form</a> is required if the answer to any of the 3 security questions on the CESS form is "yes".	The CESS review process may take 7-10 business days

\$100,000 - \$499,999	CESS approval is required. A <u>CESS Security Evaluation form</u> is required if the answer to any of the 3 security questions on the CESS form is "yes". <u>BOR Approval Questions form</u> is required for VPIT review	BOR has delegated UGA VPIT authority below \$500,000
\$500,000 - \$999,999	CESS approval is required. A <u>CESS Security Evaluation form</u> is required if the answer to any of the 3 security questions on the CESS form is "yes". <u>BOR Approval Questions form</u> is required.	BOR approval generally takes an additional 10-15 days.
\$1 million or greater	CESS approval is required. A <u>CESS Security Evaluation form</u> is required if the answer to any of the 3 security questions on the CESS form is "yes". <u>BOR Approval Questions form</u> is required. <u>BOR Business Case Template</u> is required.	BOR approval generally takes an additional 10-15 days. See the <u>Business Case Guide</u> for assistance.

Refer to the CESS Approval Essentials website[JEB3] for full details regarding CESS approval.

**Forms/Instructions**

The CESS approval form is available within UGA mart on the Home page under UGA Internal Stores & Forms.

**Additional contacts**

Email questions to cess-eits@uga.edu or call Wanda Fain (706-542-0129) or Jennifer Dobbs (706-542-6033)

**Policy definitions**

VPIT – Vice President for Information Technology

**Responsibilities**

**Responsible University Senior Administrator:** Vice President for Finance & Administration

**Policy Owner:** Procurement

**Policy Contact:** Robert Currey

**Phone Number:** 706-542-2361

**Responsibilities:** It is the responsibility of the end user/requisitioning department to ensure that a proper CESS approval has been obtained prior to initiating a requisition in UGA mart.

**Responsibilities:** It is the responsibility of the requisitioning department to include the CESS approval number on any requisitions resulting from a CESS approval prior to submitting the requisition to Procurement for processing. The CESS approval number should be added to the CESS approval number field on the requisition.

**Record Retention**

Records may include but are not limited to: purchase requests; purchase orders; supplies, and services; and related documentation and correspondence.

Record Copy: Procurement

Retention: 7 years, BOR 072-03-009

**FAQs**

**Question 1?** Will my requisition be rejected by Procurement if I fail to include the CESS approval number on my requisition?

**Answer 1.** Requisitions which require a CESS approval number will be returned to the requisitioner if the CESS approval number is not listed in the CESS approval number field of the requisition. Requisitions must contain the CESS approval number in the appropriate field so EITS can review the requisitions to ensure the items/services being procured match what they approved.

For any further questions, please refer to the [CESS Approval Essentials website](#) or email [cr-eits@uga.edu](mailto:cr-eits@uga.edu)

---

#### Related information

Date Reviewed: 02/12/2018

[< Vehicles](#) | [Technical Instruments >](#)

---

#### Policy Dates

Effective Date: 01/01/2016

Date Last Updated: 06/17/2016

Date of Last Review: 02/12/2018

Date of Approval:

Previous Version of Policy: