COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: IT INFRASTRUCTURE PROCUREMENT

Policy No.	IS-506	**Division:**	Information Systems
Related Policy	IS-504	**Board Policy Ref.**	n/a
Related Procedure	IS-506-PR	**Effective Date:**	February 23, 2011

1. PURPOSE AND SCOPE

College of the North Atlantic regularly procures and maintains a significant inventory of Information Technology related infrastructure components inclusive of but not limited to servers, notebooks, personal computers, application software, monitors, printers, scanners, wireless devices and peripherals. The purpose of this policy is to identify the process by which those IT assets are to be technically specified, inspected and accepted by the College, configured and distributed to College employees.

2. POLICY

It is the policy of the College that the process of procuring and deploying all Information Technology elements required to accomplish the work of the College will be overseen by the Purchasing Department and Information Technology Department of the College.

3. PROCEDURE

The Vice President, Finance and Administration shall ensure that procedures are developed and implemented in accordance with this policy.

Approval History	
Approved by President	February 23, 2011
Next Review	February 2014