UNIVERSITY OF DENVER	UNIVERSITY OF DENVER POLICY MANUAL TECHNOLOGY ACQUISITION	
Responsible Department: Information Technology **Recommended By:** Vice Chancellor of Information Technology and Chief Information Officer, Provost, SVC Business and Financial Affairs **Approved By:** Chancellor	**Policy Number** IT 13.10.040	**Effective Date** 9/14/2026

I. INTRODUCTION

This Policy establishes the rules for acquisition and use of Technology on University IT Resources.

II. POLICY OVERVIEW

A. Users may only use Technology approved pursuant to this Policy to access University IT Resources. (*See* Policy IT 13.10.010 – *Acceptable Use*).

B. IT will establish a process for Users to seek approval for the acquisition of Technology by the University.

C. The acquisition of any Technology by the University requires the prior written approval of the Technology & Data Services Review Committee.

III. PROCESS OVERVIEW

A. The University promotes the use of shared, standardized, and institutionally supported Technology to improve efficiency, reduce duplication, and enhance security and interoperability.

1. IT maintains a Software Catalogue on the IT website that:

a. includes technology that has been reviewed and approved by the Technology & Data Services Review Committee ("Approved Technology"); and

b. identifies approved use cases (each, an "Approved Use Case") for non-central supported software.

B. The IT Knowledge Base contain instructions, forms, and guidance for acquiring Technology.

C. The Technology and Data Services review committee is responsible for maintaining and reviewing the Technology and Data Services review dashboard for a repository of all submitted and completed technology and data services reviews.

D. Users seeking to acquire Technology that:

1. is not listed in the Software Catalogue, or
2. is listed in the Software Catalogue, but the User's proposed use case does not fall within an Approved Use Case for non-central supported software, or
3. will interact with University IT Resources or University Data (including personal data),

must submit a completed Technology and Data Services Review Form for any such proposed Technology to IT for review by the Technology & Data Services Review Committee.

E. The Technology & Data Services Review Committee will review requests for Technology acquisitions.

F. Changes to Approved Technology

Users seeking approval for the renewal or re-acquisition of Technology that was previously approved in accordance with this Policy but that has been updated in such a manner that materially alters the functionality, data use, and systems integration must submit a completed Technology and Data Services Review Form for any such proposed updated Technology to IT.

IV. DEFINITIONS

A. "Approved Technology" means technology that has been approved by IT pursuant to this Policy and identified in the Software Catalogue.

B. "Approved Use Case" means a use case that previously has been presented and reviewed by the Technology & Data Services Review Committee pursuant to the process described herein and which is identical/replicable across units throughout the University.

B. "IT Resources" means all hardware, software, systems, services, and data that are provided by or connected to University networks. This includes computing and networking infrastructure—whether shared or individual—that transmits or processes information using text, voice, images, or video. IT

Resources also include all University-owned or operated computers, devices, networks, accounts, and associated digital assets.

C. "SaaS" means "software as a service" and is a method of software delivery and licensing in which software is accessed online via a subscription, rather than bought and installed on individual computers.

D. "Technology" – for purposes of this Policy, Technology means:

1. IT infrastructure related (e.g., IP, switches, routers, servers, voice technology, etc.)
2. IT system integrations (e.g., browser plug-ins, integrations with existing enterprise systems, integrations that include the transfer of any institutional data)
3. Computer (desktops, laptops, servers etc.)
4. Mobile devices (e.g. iPads, iPhones, Android Phones, 2-in-1s, tablets, Convertibles etc.)
5. External storage devices (e.g. thumb drives or "flash drives", memory cards, portable hard drives, NAS, optical storage)
6. Any computer accessories with associated software that collect data or have AI capabilities (e.g., webcams such as Meeting Owl)
7. Networked printers, copiers, and fax machines
8. Data security or physical security-related technologies (e.g., application access control software, etc.)
9. Life safety devices (e.g., emergency notification, etc.)
10. Devices monitoring critical devices or infrastructure (e.g., fire detection monitoring, video cameras, etc.):
11. Building control systems (e.g., HVAC, lighting, door access card readers, elevator controls, etc.) to be connected to a University network
12. Any software to be installed on University wired or wireless network or computer system, including, but not limited to, spreadsheets and presentation software applications, as well as programs specific to a department or function (e.g., anti-malware, project management, productivity software)
13. Any software subscription or SaaS-based software
14. Audio Visual technologies for learning and collaboration or event spaces
15. Consulting related to the categories noted above.

Technology includes free, trial, pilot, freemium, open-source, or no-cost offerings.

E. "User" means any person authorized to use University IT Resources, including faculty, staff, students, contractors, consultants, vendors, volunteers, alumni, and guests.

V. RESOURCES

A. University Policy FINA 2.10.033 – *Procurement*

B. University Policy FINA 2.10.034 – *P-Card*

Revision Effective Date	**Purpose**
4/4/2023	*Original Policy adopted and added to the Policy Library*
9/14/2026	*Updates to align Policy with practice*