

**Office of the Chief Information Officer
Enterprise Policy**

Policy Number: CIO-050

Effective Date: 12/15/2014

Subject: Enterprise Procurement of Information Technology Assets Policy

Policy Statement: The purpose of this policy is to describe the responsibilities and procedures surrounding the procurement, ownership and tracking of information technology (IT) assets.

Policy Maintenance: The Asset Management Branch within the Office of IT Service Management is responsible for maintaining and updating this policy.

Authority: KRS 42.726 authorizes the Commonwealth Office of Technology (COT) to develop policies that support and promote the effective application of information technology within the executive branch of state government, as well as information technology directions, standards, and necessary management processes to assure full compliance with those policies.

Applicability: This policy is to be adhered to by all executive branch agency staff and staff of non-executive branch agencies that volunteered to consolidate their IT services into COT, including employees, contractors, consultants, temporaries, volunteers, vendors and other workers that wish to procure IT assets.

Responsibility for Compliance: Agencies and staff outlined above in 'Applicability' are expected to understand and follow these guidelines. Each agency is responsible for assuring that staff and users under its authority have been made aware of the provisions of this policy, that compliance by the staff member is expected, and that intentional disregard for this policy may result in disciplinary action pursuant to KRS 18A up to and including dismissal. It is each Executive Cabinet's responsibility to enforce and manage the application of this policy.

Review Cycle: This policy will be reviewed at least every two years.

Policy: This policy describes the responsibilities and procedures to be followed when procuring, assigning ownership and tracking of IT assets. An IT asset is defined as equipment that can be identified by an EMARS IT-related commodity code or that interfaces directly with the enterprise data network.

Procurement

The procurement of IT assets for applicable agencies (see above 'Applicability') will come through COT via the Commonwealth Service Desk (CSD). Agencies should familiarize themselves with the [enterprise IT standards](#) and the standards exceptions process before the submission of requests. Excluded from this requirement will be the purchase of miscellaneous items and consumables under \$500.00 such as CDs, DVDs, USB "thumb drives", etc. The [Agency IT Services Contact](#) will initiate a request by submitting a completed [COT-F006 Computer Acquisition Request Form](#) to the CSD via email. Upon receipt of the request for an IT asset, the CSD will initiate the approval process which may require additional information or forms. Requests for IT assets exceeding \$1,000 will still go through the standard Finance Exception Committee review process.

COT may elect to delegate one-time procurement authority to an agency for a purchase where that purchase provides an agency-specific function or is outside the scope of COT-offered rated services. For further information regarding COT rated services, please visit <http://technology.ky.gov/services/Pages/Rates.aspx>.

COT may procure IT assets that are not included in a specific rated service, and are specific to a particular agency. These costs may be directly passed-through to the agency. Based on the amount and/or nature of the procurement, COT may elect to pass-through the costs to the agency prior to initiating the procurement.

Ownership and Tracking

IT assets that have been purchased by COT and are covered by a COT rated service will be owned and tracked as inventory by COT.

IT assets that have been purchased by COT for an agency and are not covered by a COT rated service will be owned and tracked as inventory by the agency that requested the procurement.

Any IT asset procured by an agency under delegated one-time procurement authority from COT will be owned and tracked by the agency that requested the procurement.

References:

- Agency IT Services Contacts list
<https://gotsource.ky.gov/docushare/dsweb/Get/Document-391539/>
- COT-F006 Computer Acquisition Request Form (CAF)
<https://gotsource.ky.gov/docushare/dsweb/Get/Document-90126>
- Enterprise IT Standards
<http://technology.ky.gov/governance/Pages/OverviewofenterpriseITPolicyStandards.aspx>

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