

**Sam Houston State University**  
**A Member of The Texas State University System**  
**Information Technology Services (IT@Sam)**

**Technology Acquisition Oversight Statement: IT-S03**

Sam Houston State University, in compliance with The Texas State University System Rules and Regulations (III-19.3), mandates review and oversight of all information technology resource related acquisitions. This includes, but is not limited to computing hardware, software, peripherals, classroom technology, video development, 2-way radios, phones, TVs, security equipment and services, regardless of the source of funds and method or location of use. SHSU designates the University designated Information Resource Manager (IRM) and his/her designee with the oversight for these acquisitions and/or gifts.

All information technology resource related acquisitions and gifts must be reviewed by the SHSU Information Technology Services Department and receive approval, prior to a formal submission of request for acquisition or acceptance of gift.

IT@Sam and the department of Distance Education and Learning Technologies for Academics (DELTA) will jointly review acquisitions as necessary to ensure compatibility with existing technology, sustainability and consistency with campus direction and mission.

**Related Policies, References and Attachments:**

An index of approved IT@Sam policies, review dates, reference materials, legal compliance guidelines, policy enforcement and general definitions are available in the IT-00 Policy Compliance Document. The collection of Sam Houston State University Information Technology policies and procedures are available online through the SHSU Policy link from the SHSU.edu homepage.