The University Of
TAMPA

Software and Technology Equipment Approval Policy

Version: 1.0

Effective Date: 10/20/2026

Policy Summary:

This policy requires Information Technology and Security (ITS) to review and approve software, technology equipment, and technology-enabled services before they are acquired for university use. It defines when and how to engage ITS, establishes that all artificial intelligence (AI) tools require ITS review regardless of cost, requires an approved exception before software, subscription, or technology equipment charges are placed on a P-Card, and directs subscriptions through Asset Management. This policy is intentionally an approval policy: it complements, and does not replace, the Purchasing Policy and Purchasing Card (P-Card) Policy administered by Financial Management.

Applicability/Eligibility:	**Exceptions:**
This policy applies to all employees of The University of Tampa as well as consultants hired to conduct business on behalf of the university.	None

Policy Administration:

Mandating Authority (check all that apply): ☐ Federal Law ☐ State Law or Regulation ☒ University President ☐ Accrediting Body ☐ Other:

Responsible Office/Dept/Committee(s):

Name	**Campus Address**	**Phone Number**
Information Technology and Security (ITS)	Jenkins Technology Building, 3rd Floor	813-253-6293

Responsible Executive(s):

Name	**Title**	**Phone Number**
Tammy Loper	Vice President, Information Technology and Security	

Policy Management:

Policy History:

Date	**Version**	**Reason for Change**

10/20/2026	1.0	Initial policy draft

Policy Approvals and Reviews:

Date	Organizational Group
10/19/2026	University Policy Committee
10/20/2026	President's Cabinet

Web Links:

Policy Link: Click here to enter text.

Associated Links:

P-Card Policy

Purchasing Policy

Full Policy Text:

Policy Statement

Information Technology and Security (ITS) must review and approve all software, technology equipment, and technology-enabled services before they are acquired for university use. This is a usage (or acquisition) approval policy: it governs whether a technology is approved for university use, not how purchases are transacted. Financial approval and acquisition of software and technology equipment remain contingent upon budget approval from the University President and CFO's Office.

Purpose

The purpose of this policy is to ensure that technology acquired for university use is secure, compatible with university systems, appropriately contracted, accessible, supportable, and not duplicative of capabilities the university already provides. Pre-acquisition review protects university data, reduces total cost of ownership, and prevents the operational disruption that results when incompatible or unsupported technology is discovered after purchase.

Scope

This policy applies to any individual or department acquiring software, technology equipment, subscriptions, cloud or hosted services (including software-as-a-service), and AI tools for university use with university funds of any kind, including budgeted funds, P-Card, expense reimbursement, grant funds, and gift funds. It applies regardless of cost (including free, trial, and demonstration versions) to software or services that will access university data, connect to the university network, integrate with university systems, or use university credentials. ***Standard accessories and peripherals*** *— for example, cables, adapters, keyboards, and mice — are excluded*. Software embedded in equipment (microscopes, etc.) which is not connected to the university network is also excluded.

1. Budgeted Technology Requests

The primary and preferred pathway for technology acquisition is the university's annual budget process. Technology requests submitted through the budget process (the Software Budget Request Form and the ITS Hardware Budget Request) receive an ITS review as part of that process. Departments should plan known technology needs — new software, equipment refreshes, renewals, and service expansions — into their annual budget submissions. After you get approval for **enterprise software** benefiting an entire department or the entire campus with a cost of $10,000 or greater per year, it's the submitter's responsibility to submit a Technology Project Request form in Workday. If requesting to purchase **non-standard technology equipment**, e-mail UTCIO@ut.edu for a review and to get assistance with sourcing. Software purchases that are requested outside of the annual budgeting process require Cabinet member approval followed by an email to UTCIO@ut.edu.

2. Approved Enterprise Software or Equipment Pricing Negotiations (New, Annual Renewals, and End of Multi-Year Renewals)

For **enterprise and multi-user software**/equipment approved under this policy — whether a new acquisition, an annual renewal, or the conclusion of a multi-year agreement — contact ITS at UTCIO@ut.edu for assistance with contract and pricing negotiations before engaging the vendor on terms or accepting a renewal quote. ITS is experienced in negotiating with technology vendors and in securing the best final negotiated prices and packages, drawing on education and consortium pricing, knowledge of comparable agreements across the university, license right-sizing, and familiarity with vendor renewal practices such as end-of-term price escalations and auto-renewal terms.

Engage ITS at least >=60 days before the renewal because negotiating leverage is greatest before an agreement lapses or renews automatically. ITS conducts these negotiations in coordination and concurrently with other applicable campus offices, so that negotiated terms flow into the university's established procurement and contract processes.

3. Artificial Intelligence (AI) Tools — All Acquisitions, Any Cost

AI tools present distinct data, privacy, contractual, and security considerations. All **AI** tools and services require ITS review and approval before purchase or use for university purposes — regardless of cost.

4. Sensitive Data, Integrations, and Custom Solutions

Any technology that will store, process, or transmit **sensitive or confidential university data** — including regulated data sources such as FERPA, HIPAA, GLBA, or PCI DSS — requires ITS review regardless of cost, funding source, or intended use. Likewise, any solution assembled from multiple components, integrated with university systems, or built in-house or by a vendor requires ITS engagement at the design stage to ensure the pieces work together and can be secured and supported at the end of the day.

5. Review Criteria

ITS reviews technology requests against the following criteria:

- **Security and data protection:** vendor security posture, data handling, and required contractual protections;
- **Compatibility and integration:** fit with university networks, enterprise systems, and authentication;
- **Duplication:** whether the university already licenses a tool that meets the need;
- **Accessibility:** conformance with applicable digital accessibility standards;
- **Supportability and total cost of ownership:** lifecycle, support model, and ongoing costs; and
- **Vendor terms:** licensing, data ownership, privacy, and renewal terms.

6. Non-Compliance

Approval is required for new software or technology equipment before purchasing it to ensure proper security and compatibility with the university's technology ecosystem. Check the ITS software catalog, located on SpartanNet, for the previously ITS vetted and approved software. Contact UTCIO@ut.edu if you've obtained technology and it hasn't previously been reviewed by ITS. *ITS reserves the right to take action up to and including disabling or disconnecting unapproved technology that presents a security or operational risk following consultation with the user.*

Roles and Responsibilities

- **Requester (faculty, staff, department):** identifies the need, engages ITS through the applicable pathway before acquiring, and provides information needed for review;
- **Information Technology and Security (ITS):** reviews and approves technology requests, recommends alternatives, sets conditions of approval, and partners with requesters on integrations and solutions;
- **ITS Asset Management:** coordinates subscriptions and renewals, maintains the technology asset and subscription inventory, and partners with ITS and Financial Management on procurement logistics;
- **Financial Management:** administers the Purchasing Policy, P-Card Policy, Travel and Entertainment Policy and Guidelines which govern how approved acquisitions are transacted.

Definitions:

AI: any application, service, feature, or add-on that provides artificial intelligence or machine learning capabilities, including generative AI.

Enterprise software: software licensed for use across an entire department, division, or the university as a whole, rather than for a single individual, typically involving shared infrastructure, centralized administration, or campus-wide deployment.

ITS Asset Management: the function within ITS that inventories university technology assets, licenses, and subscriptions and coordinates subscription purchases and renewals on classroom software and technology.

Multi-user software: software licensed for concurrent or shared use by more than one individual — whether through multiple seats, a shared account, or a site license — as distinguished from software licensed to a single user.

Non-standard technology equipment: specialized equipment, high end components not included in university provided equipment. The laptop or desktop computer provided upon employment are considered standard equipment, or those that can be requested in the ITS Budget Hardware Request form during the annual budget process. Anything outside of these is non-standard.

Sensitive or confidential data: University data whose unauthorized disclosure would violate law, regulation, contract, or university policy, including FERPA, HIPAA, GLBA, and PCI DSS regulated data.

Standard accessories and peripherals: low-cost technology items that support existing equipment, such as cables, adapters, keyboards, and mice.

Subscription: any recurring-charge license or service, regardless of billing frequency.

Technology: software, hardware, technology equipment, cloud or hosted services, AI tools, and technology-enabled services acquired for university use.

Additional Information and Resources:

- Acceptable Use Policy (AUP)
- Information Classification and Protection Policy
- Purchasing Card (P-Card) Policy (Financial Management)
- Purchasing Policy (Financial Management)
- Technology Project Request (TPR)
- Travel and Entertainment Policy and Guidelines
- Frequently Asked Questions