

ADMINISTRATIVE DIVISION	Division of Information Technology
POLICY NUMBER	IT 1.00
POLICY TITLE	Information Technology Procurement
SCOPE OF POLICY	USC System
DATE OF REVISION	January 12, 2026
RESPONSIBLE OFFICER	Vice President for Information Technology and Chief Information Officer
ADMINISTRATIVE OFFICE	Division of Information Technology

PURPOSE

This Information Technology (IT) policy is designed to support the Academic, Research and Administrative missions of the University of South Carolina. The IT procurement policy framework for acquisition and IT deployment at USC includes broad consideration in providing maximum flexibility in IT utilization while yielding to the following overarching business and efficiency principles:

1. Seek first to provide maximum value to the USC System, then campus, then college, then departmental organizations and individuals.
2. Adhere to university standards for information technology.
3. Utilize existing USC System technology resources, assets and services before non-university services are considered.
4. Protect against un-authorized un-funded mandates.
5. Where there are conflicting priorities, provide a means for resolution

DEFINITIONS AND ACRONYMS

Information Technology at USC includes the following: Any technology hardware, software, service or implementation that helps to produce, manipulate, store, communicate, and/or disseminate information electronically. Examples include but not limited to:

- Any telecommunications (wired or wireless)
- Any electronic networking
- Any photography
- Any video
- Any Internet based products and services
- Programming, database products and services
- Graphic Arts – limited to Information Technology support
- Classroom Instructional Technology

Artificial Intelligence (AI): technology that increasingly enables computers and machines to simulate human learning, comprehension, problem solving, decision making, creativity and autonomy. Applications and devices equipped with AI often include, but are not limited to, the following capabilities: can see and identify objects; can understand and respond to human

language; can learn from new information and experience; can make detailed recommendations to users; can sometimes act independently, potentially replacing or reducing the need for human intervention.

POLICY STATEMENT

All USC System information technology procurements require formal submittal by authorized personnel established by the Division of Information Technology. The Division of Information Technology will provide to the Purchasing Department a list of authorized personnel from each campus system and will update this list as needed, or annually during the annual budget process.

PROCEDURES

The accompanying procedure provides additional details on the administration and management of this policy. The procedure can be found here: [Information Technology Policies - Division of Information Technology | University of South Carolina](#).

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

[BUSA 7.00 Purchasing](#)

[CR 3.00 Access for Individuals with Disabilities](#)

[IT 3.00 Information Security](#)

[IT 5.00 Digital Accessibility](#)

[UNIV 1.51 Data and Information Governance](#)

[UNIV 1.52 Responsible Use of Data, Technology, and User Credentials](#)

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
March, 2016	Policy reviewed; no substantive revisions required
January 12, 2026	Added definition of AI, link to procedures.