

Technology Review Process

What has changed?

KU Procurement Policy requires all technology to be reviewed by both IT and Procurement prior to purchase regardless of dollar value, funding source, or payment method.

This includes all new purchases and renewals, even if you're using a P-card.



What gives this change its particular urgency?

Cybersecurity attacks against public institutions have been on the rise in recent years. A cybersecurity attack is any unauthorized attempt to access, disrupt, or damage computer systems, networks, or data. An attack can come in the form of malware, phishing, ransomware, or other means with the goal of stealing information, causing disruption, or extorting money. These attacks can interrupt essential services, compromise sensitive info, undermine public trust, and cause millions of dollars in damages.

Another KBOR university was recently victimized by a cybersecurity attack. KU is investing more in cybersecurity defense to protect against these serious threats.

Since hackers often exploit weaknesses in third-party software that public institutions rely on to manage their valuable data, the Technology Procurement Request review process is essential to further strengthen KU's defenses.

What does the review process look like?

Where do I start?

1. Go to the Finance Service Portal at: [Finance Client Portal Home \(ku.edu\)](#)
2. Submit a new **Technology Procurement Request**

What happens next?

Upon submission of a new Technology Procurement Request, IT will assess the cybersecurity posture of the supplier/supplier offering and ensure compliance with state and federal accessibility requirements. In the interest of fiscal discipline, IT and Procurement will also verify that we don't already possess licenses to the same, or a comparable, solution.

How will I know what's happening?

You will receive system-generated status updates by email during the review process. Upon completion, you will be informed as to whether the technology was approved or denied with an explanation.

What do I do with the IT approval?

Retain the email evidencing approval for your records and include it with any requisitions, payment requests, or p-card reconciliation requests.

How often do I need an approval?

IT approvals are good for one (1) year unless the type of data being processed changes.

What needs IT review?

1. Software or Software as a Service (SaaS)¹

¹ SaaS means hosted, pay-as-you-go software subscriptions

2. IT Professional Services²

² Includes software implementation configuration, and development

3. Major IT Hardware and IT Equipment Purchases

4. Software or IT Hardware Maintenance & Support

What doesn't?

1. Items available in Oracle FITC Catalogs – shop as usual

2. Laptops & monitors – please contact the Technology Service Center

3. Database access subscriptions

What does this mean for new tech purchases?

You will not be allowed to purchase new technology until reviewed by KU IT.

When you'd like to proceed with a purchase, your first stop should be to submit Technology Procurement Request. **Do not pay for, or start using, new technology until and unless you receive IT approval.**

Turnaround times depend on supplier cooperation. Please allow 30+ days from submission and plan accordingly.

What about renewals?

If you've previously purchased a software subscription that has not yet been approved by IT and that subscription is set to renew, please submit a new Technology Procurement Request ASAP.

The Finance organization will not refuse to reconcile an auto-renewal P-card charge for a software subscription on the grounds that no prior IT approval had been received. However, you may be asked to get an exception to process payment from Procurement via the Technology Procurement Request process.

Also, if IT subsequently denies approval of the software then you will be asked to stop using the software immediately and cancel the subscription ahead of the next scheduled billing cycle.