



# Taylor County

## Board of County Commissioners'

### Policy Manual

Policy #:	Title:	Effective Date:
2010-12	Software Purchase Policy	07/06/10

#### PURPOSE

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This policy ensures protection for all Taylor County Board of County Commissioners (TCBCC) networks by limiting computer related software purchasing approval to only Department of Technology & Information Systems (DTIS) approved staff or contractors. Anyone wishing to purchase any computer or networking related software must first contact the DTIS department before purchasing so that the hardware can be properly assessed before integration into any county networks.

#### REFERENCE

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Not Applicable

#### POLICY

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##### Scope

This policy covers all staff, computers, servers, or any other network device connected to any TCBCC network at anytime

##### Policy

To promote a secure and efficient operating environment for all TCBCC staff and to ensure continuance of service to the general public only DTIS approved software will be purchased by TCBCC employees.

For all software installs or hardware installations county staff will use the proper DTIS approved channels for requesting any work to be done.

Any software being considered for purchase should be submitted to DTIS along with vendor contact information allowing sufficient enough time so DTIS can evaluate the software before purchase. This is to ensure that all software will integrate with the existing TCBCC security configuration and adequate pricing has been achieved.

##### Enforcement

Any employee found to have violated this policy may be subject to disciplinary action.

## RESPONSIBLE DEPARTMENT

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Department of Technology and Information Systems

## ~~SUNSET~~ DATE

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~~Sunset Date: 07/06/15~~

Revision Date: 10/01/2015