

**STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION  
STATEMENT OF POLICY**

**POLICY NUMBER:** 4-4-101

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**POLICY TITLE:** PLANNING AND PROCUREMENT OF INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE AND SERVICES

**LEGAL AUTHORITY:** Chapter 11-35-310 and Chapter 11-35-1580 of the 1976 Code of Laws of South Carolina, As Amended; 19-445.2115 Budget and Control Board Regulations

**DIVISION OF RESPONSIBILITY:** INFORMATION TECHNOLOGY

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**DATE APPROVED BY BOARD:** February 12, 1975

**DATE OF LAST REVISION:** January 26, 2021

It is the policy of the State Board for Technical and Comprehensive Education that all institutions and programs under its jurisdiction shall abide by the South Carolina Consolidated Procurement Code and the Rules and Regulations of the SC Department of Administration for the procurement of Information Technology systems or services.

As defined by the Department of Administration's policy for the management of technology projects, any institution or program desiring to rent, purchase, or lease any information technology systems or services shall submit a properly documented and justified request to the Department of Administration's Office of IT Planning for review, consideration, and appropriate processing.

Information technology is defined as electronic data processing goods and services, telecommunications goods and services, information security goods and services, information management, microprocessors, software, information processing, office systems, any services related to the foregoing, and consulting or other services for design or redesign of information technology supporting business processes.

*Date of last review: March 26, 2024*