Reference :   ADMINISTRATIVE SERVICES - MIS
Section :   ADMINISTRATIVE SERVICES
Title :   PC SOFTWARE - PURCHASE (USE)
Policy Number :   06-01-03
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Revision Date :

I PURPOSE

To eliminate exposure to claims of illegal software from manufacturers; reduce exposure of PC, Network and Host Systems to the introduction of computer viruses; and properly control procurement and use of software as an Authority asset.

II POLICY

All software installed on an Authority workstation, PC or LAN, must be legally acquired and used as stipulated by the manufacturer's licensing agreement.

Software applications developed in-house, by any user, is the property of the Niagara Frontier Transportation Authority.

Software that falls into the "Public Domain" or so-called "Freeware or Shareware" categories is prohibited.

Software that serves no legitimate business need (games, screen savers or screen images that are offensive) is prohibited.

All software packages, including manuals and original floppy disks, are to be stored out of sight in a lockable desk or file cabinet. Possession of the completed inventoried software packages (original diskettes, CD's and manuals) and Microsoft Product licenses held by the MIS Department are the only acceptable proof of legal procurement and installation.

Management Services reserves the right to regulate and monitor the use of Authority computer assets to ensure policies are followed. Management Services has the authority to remove any unauthorized software from the Authority's computers and to report any violation of this policy to the employees Cost Center Manager and/or General Manager.

Discrepancies found in subsequent periodic audits conducted by the Internal Audit and MIS Departments, will be submitted to the Cost Center Manager and/or General Manager, for explanation.

Non-compliance with this policy may result in disciplinary action, up to and including termination of employment.

III PROCEDURE

USER:
1. Complete an MIS Request for Services (RFS) Form.
a. Description of software needed.
b. Justification of software needed.
c. Account Number to be used for the procurement. (Software procured with a new PC will be included as part of the Capital Project. Software procured for an existing PC will use Operating Funds.)

2. Obtain Branch General Manager approval.

3. Forward the RFS to Manager of Management Services.

MIS:
1. Review the RFS for need, justification and completeness.

2. Upon approval of the RFS by Manager of Management Services, the Computer Maintenance Technician, will contact vendors and obtain get pricing for software and place the Purchase Requisition.

PROCUREMENT:
1. Insure that procurement guidelines have been followed.

2. Process the Purchase Requisition.

MIS:
The Computer Maintenance Technician will receive the software, update the Hardware/Software Inventory Master and install the software on the user's system.