Reference:	**ADMINISTRATIVE SERVICES - INFORMATION TECHONOLOGY (IT)**
Section:	**ADMINISTRATIVE SERVICES**
Title:	**PC SOFTWARE - PURCHASE (USE)**
Policy Number:	**06-01-03**
Issue Date:	**01-15-2002**
Revision Date:	**05-14-2021**

I.   PURPOSE

To eliminate exposure to claims of illegal software from manufacturers; reduce exposure of personal computer (PC), Network and Host Systems to the introduction of computer viruses; and properly control procurement and use of software as an asset of the Niagara Frontier Transportation Authority and the Niagara Frontier Transit Metro System, Inc. (collectively referred to as "NFTA" or "Authority").

II.   POLICY

All software installed on an Authority workstation, PC or local area network (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 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, CDs and manuals) and Microsoft Product licenses held by the IT Department are the only acceptable proof of legal procurement and installation.

The IT Department reserves the right to regulate and monitor the use of Authority computer assets to ensure policies are followed. The IT Department has the authority to remove any unauthorized software from the Authority's computers and to report any violation of this policy to the employees Department Manager.

Discrepancies found in subsequent periodic audits conducted by the Internal Audit and IT Departments, will be submitted to the Department 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 IT Request for Services (RFS) via email sent to help.desk@nfta.com.
a. Include description of software needed.
b. Include justification of software needed.
c. Include 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 Department Manager approval.

3. Forward the RFS to IT Department Manager.

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

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

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

2. Process the Purchase Requisition.

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