PSU IT PROCUREMENT FAQ'S

Q: Why does PSU require an IT Procurement process?

A: The Kansas Board of Regents (KBOR) introduced a new IT policy in response to rising cyber incidents across the state. It focuses on improving IT governance, cybersecurity, and institutional accountability.
The KBOR policy ensures all IT resources are secure and compliant. It requires ITS approval for all IT procurements to prevent security risks from unknown or unapproved tools.

Q: What are the key elements of the policy?

A:
- Aligns with NIST Cybersecurity Framework 2.0
- Enhances IT governance and operational oversight
- Defines CIO and CISO responsibilities
- Requires ITS approval for all IT procurement (both purchased and free/donated/etc items)

Q: What payment methods are allowed for IT purchases?

A: Permitted:
- Purchase Orders (POs) with ITS ticket approval
- P-Cards with ITS ticket approval

Not Permitted:
- Reimbursements (unless approved via emergency exception form)

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Q: What systems are used for the IT procurement process?

A: You'll use:
- ITS Ticketing System to submit your procurement request
- GUSCloud to complete the purchase (with your ticket number)

Q: What is the IT Procurement process?

A:
1. Submit an IT Procurement Ticket before acquiring any IT resource.
2. You will receive a Ticket Number via email and you'll see it in the ticketing system.
3. ITS will review for compatibility and security and then either Approve or Ask For More Information.
4. If purchasing, enter the ticket number in GUSCloud in the Description field.

Q: Where can I find the policies and training materials?

A: Use these quick links to find what you need:
- **Policies**
- IT Procurement Ticket Training **Video**
- GUSCloud **Screenshots**

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Q: What happens if I don't include the ticket number in GUSCloud?

A: Your request will be put on hold until ITS can verify and approve the purchase.

Q: What are the approval tiers for IT purchases?

A:
- $5,000+: Requires approval from ITS and the CIO
- $500–$4,999: Requires approval from ITS
- All software (including free): Requires approval from ITS and the CIO

Q: Are ITS team members responsible for completing procurement requests for other departments?

A: No. Non-ITS departments are responsible for completing their own procurement requests. ITS is here to assist and approve, not to complete the forms on their behalf.

Q: Where can I find directions on the process?

A:
- IT Ticket Questions: Luecrita Haraughty: lharaughty@pittstate.edu
- Policy Questions: Angela Neria: aneria@pittstate.edu
- GUSCloud Questions: Gina Henry Matter: ghenrymatter@pittstate.edu

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