
LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE

TITLE: Technology Solution Adoption Procedure

NUMBER: PRO 2-22

REFERENCE:

PAGE: 1 OF 2

To establish procedures for the adoption of any new technology solution (i.e. hardware, software, licenses, cloud services, etc.), regardless of price or funding source. This procedure is applicable throughout the entire fiscal year.

- a. The requester will first vet the idea/proposal with their immediate supervisor.
- b. The requestor will submit a work order to the Helpdesk outlining the scope of the request. Information Technology (IT) & E-Learning Departments will review the request. They will either require a "Tech Project Request Form" to b12 0 6BT/F1 11.04 Tf1 0 0 1 126.02 400.63 Tm0.0oE220009