



# Computer Purchase Policy

What is the purpose of this policy?

The purpose of this policy is to outline the process of acquiring and dispensing of computers for faculty, staff, and administrators. The goal of the policy is to ensure that each employee has a suitable computer to perform his/her assigned responsibilities.

To whom does this policy apply?

This policy applies to all full and part-time employees and to the purchase of all laptop and desktop computers, tablet/mobile computing devices, regardless of the funding source. In the context of this policy, a **“computer” is defined as a complete working computer system and does not include e-book readers, printers, peripherals, external memory, external disk drives, monitors, or software.**

Guidelines for Computer Purchases

All computer purchases must be made through the Systems Administrator in the Systems & Database Department. Benefits of a central purchasing process include:

- Ensuring that faculty, staff, and administrators have access to up-to-date computer systems
- Requiring that computing equipment purchases are reviewed by IT staff
- Consolidating purchasing into large orders to lower costs associated with acquisition and deployment
- Maximizing value by working with preferred vendors
- Reducing the total cost of ownership by purchasing standardized configurations

Standard Models

The IT Operations Group maintains a standard desktop and a standard laptop configuration that will meet the general computing needs of most staff members. Each employee computer will have a licensed copy of Microsoft Office which includes the following programs, Word, Access, Excel, Outlook, PowerPoint, & Publisher. Each work station will also be equipped with the appropriate anti-virus software, anti-malware, email, and other applications based on requirements of position will be determined by your appropriate supervisor and system administrator. It is also requested and enforced that all additional software installations be approved through the Systems & Database Department.

Purchasing Guidelines

The Systems & Database Department will cover the cost of required technology for each full-time employee up to \$1300. This allowance will provide a Dell® Latitude series laptop or comparable desktop computer, or Macintosh/Apple workstation. If the employee requires the need for a docking station,

additional monitors, and/or other peripheral hardware; these considerations will be approved on by a case-by-case basis. If the employee requests more than the required technology, the respective department will be responsible for the remaining outstanding balance that exceeds the approved budgeted allowance of the technology requested. All requests that exceed this allowance, will need to be discussed with the department supervisor, System Administrator, and Director of Systems & Database.

#### Refresh Cycle:

Full-time faculty desktop computers should be replaced on a five-year cycle while laptop computers should be replaced on a four-year cycle. This is done to ensure that systems used for daily business are up-to-date and under warranty.