COMPUTER REPLACEMENT POLICY

Implementation Date:  July 1, 2009
Revision Date:

BACKGROUND AND PURPOSE

This policy establishes the procedures for replacing desktop and laptop computers for University Employees.

RELATED POLICIES

Acceptable Use Policy
Equipment Disposal Policy

REPLACEMENT COMPUTER

All replacement computers are funded through departmental budgets. Computer and Information Services does not pay for new or replacement computers in the CIS operational budgets.

Desktop and laptop computers have an expected life cycle of three to five years. Applications for requests for a replacement desktop or laptop computers should be processed after the third calendar year. An application must be placed and approved prior to completing the purchase order.

All replacement computers must be purchased using the purchase request/purchase order process. Replacement computers must not be purchased with p-cards, personal credit cards, or check requests.

The application for a replacement computer must be approved by a Director, Department Head, Dean, or Vice President. An application that is placed prior to the third year must be approved by the Vice President. To complete the application, use the Technology Purchasing Form.

CIS provides for two standard desktop computers and three laptop computers along with additional standard options. These standard computers and options are updated yearly. If this replacement computer is not standard, it must be approved by the requestor’s Vice President along with either the Chief Information Officer or the Assistant Chief Information Officer.

The computer that is to be replaced shall either be disposed of using the Equipment Disposal Process (see Equipment Disposal Policy) or be used at another location on campus.

SECOND COMPUTER

From time to time employees may require a second or a third computer. These computers may be purchased through grants or departmental budgets. If an employee is requesting a second or more computer(s), these computers must be approved by the requestor’s Vice President. If this computer is not standard, it must also be approved by the Chief Information Officer or the Assistant Chief Information Officer.