

IT SERVICES POLICY

Policy Name: Purchasing Desktop Computers

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Revisions: 11.12.13

Policy at a Glance

- *All full-time staff are provided with a computer that is less than 3 years old*
 - *Part-time staff and kiosk computers can range from 1-5 years old and are second-hand from full-time staff computers*
 - *Departments may purchase additional computers and/or additional monitors out of their own budget through UAA/SA IT Services*
 - *All computer purchases and acquisitions must be routed through UAA/SA IT Services*
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1. Policy Statement

This policy outlines desktop computer technology purchasing authority and related administrative procedures for the divisions of Undergraduate Academic Affairs (UAA) and Student Affairs (SA).

2. Reason for Policy

This policy is meant to simplify support, training, and purchasing procedures; leverage economies of scale; standardize equipment and software; effectively manage large-scale and small-scale projects; and capitalize on licensing and maintenance agreements.

3. Who Should Read This Policy

All users of networks and systems managed by UAA/SA IT Services.

4. Related Documents

All policies marked "Purchasing"
Computer Replacement Policy

5. Contacts

<http://its.rutgers.edu/help-desk>

SCOPE

This policy applies to all computer resources of the divisions of UAA and SA, whether located on campus, or at remote locations and facilities. These resources include but are not limited to Desktop computers.

Note: Departments not covered by this policy are departments supported by the Old Queens technical support team, Recreation Services, and Dining Services.

POLICY

PC Purchases and Replacement

- Centrally funded
 - Defined as allocated in UAA/SA ITS's annual budget
 - "Staff" PC's
 - Full-time staff will receive a replacement PC based on a set of criteria (see "Planned PC Replacement" procedure) every three years
 - Certain computers will be replaced sooner if deemed necessary by UAA/SA IT Services staff
 - Items covered for repair or replacement for normal wear and tear include:
 - Any item originally supplied with a new computer including mouse, keyboard, speakers, and a monitor
 - "Student Use" PC's
 - Computers may be manned by either type 4 or type 5 personnel, used to collect form data, dedicated single-use computer, etc.
 - Small-scale labs may be set up using these computers when "Student Use" computers are available, however, the priority will be towards replacing "Student-use" computers nearing their end of life
 - These computers are to be replaced by computers that are freed up from staff during the Planned PC Replacement Cycle
 - Computers will typically be 1-5 years old with replacement on an as-needed basis
- Departmentally funded
 - Defined as allocated in department's annual budget
 - Specialty computers
 - Used for graphics design or specialty printing, or sole purposes requiring a higher-end system other than a "Student Use" computer
 - Kiosks or display systems requiring new or proprietary computers
 - Staff/student computers purchased out of the Planned PC replacement cycle
 - Multiple replacements from physical or logical damage may be the responsibility of the department in an abuse situation (repeated theft, keys being removed from keyboards, etc.)

IT Office for Undergraduate Academic Affairs and Student Affairs

- Computer labs
 - Individual departments can set up computer labs under special circumstances and where supportable
 - This requires prior authorization from UAA/SA IT Services
 - Computers and equipment purchased by departments must be supportable by UAA/SA IT Services
- Additional policy notes
 - Computer equipment must be purchased directly through UAA/SA IT Services
 - Purchases should not be made by the department directly and will be rejected by UAA and SA Business Offices if submitted out of scope
 - Computer equipment cannot be acquired, installed, purchased, donated, leased, or borrowed from other departments, individuals, or organizations without prior written permission from the Director or Assistant Director of UAA/SA IT Services