

Presbyterian College

Computer Replacement and Purchase Policy

Policy Number: IT-POL-0002

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Purpose

The purpose of this policy is to outline the process by which Presbyterian College acquires, replaces, and disposes of computer hardware equipment. This policy will standardize computer technology purchases allowing the college to reduce the cost of equipment by obtaining bulk pricing discounts and provide benefits with technical support due to having a standardized equipment inventory.

Scope

This policy applies to faculty and staff regarding the purchase of all computer equipment issued by the College regardless of the funding sources.

Computer Equipment Purchases for the College

All computer equipment orders must be purchased through the Information Technology Department. Centralized purchasing through IT ensures that an inventory of all technology equipment is accurately maintained. Accurate computer equipment inventory allows the college to maintain a proper replacement schedule for all supported systems.

Faculty/Staff Computers

Full-time faculty and staff positions will be assigned one computer. The computer assigned to a user will be supported by IT staff and fall within a five year computer replacement cycle. New computers will not be purchased for visiting faculty, part-time staff, student worker positions, temporary positions, or for special projects. These computers will be provided from the inventory of older models maintained by IT. The college will not purchase nor provide any secondary computers.

Computer Configurations and Other Computer Equipment

The college will provide a standardized Windows based laptop computer with Microsoft Office, configured to meet the needs of most campus users. On occasion, a faculty/staff member's work may warrant computing power beyond the standard configuration or a different computing platform such as a Mac. Upgrades/changes will require a documented reason for the request and must be pre-approved by the Provost or supervising VP. User preference is not considered a valid reason for an exception. Some users/departments may require a different computer, such as a MacBook, to support applications that are considered to be tools of the trade. It should be noted that in the MacBook example, the cost difference between the Windows based and Mac computer will exceed \$1000.

As a rule, college funds should not be used to purchase electronic mobile devices such as iPads or other tablet computers. If an exception is necessary, documented pre-approval by the provost or supervising VP is required prior to purchase. All Computer technology purchases must be ordered through the IT department.

Computer Replacement Cycle

Computers for daily use by faculty/staff or part of teaching labs will be considered critical machines. Machines not assigned to faculty/staff or teaching labs will be considered non-critical machines. The planned replacement cycle for critical machines is five years. Non critical machines will be upgraded with machines rolled down after the most recent critical machine upgrade.

Repairs

The College will cover all normal repairs to machines during their five-year cycle (system failures of hard drives, new batteries, etc.). If it is determined the cost of a repair exceeds the value of the machine, the machine may be replaced from the inventory maintained by IT.

Personnel Turnover

Personnel that are refilling positions will inherit the computer used by the previous employee in the position. If the position is not to be immediately filled, the existing computer system will be collected and put into the inventory maintained by IT.

Computer Collection

All computers will be collected by IT when a new machine is provided or at the time of employment termination.

Standard Computer Configurations for Presbyterian College

Windows Laptop	Mac Laptop
15.6" - Core i7 - 16 GB RAM - 512 GB SSD	Apple MacBook Pro 16" - Core i7 - 16 GB RAM - 512 GB SSD
If requested:	If requested:
24" monitor	24" monitor
Docking station	Docking station
Mouse / Keyboard	Mouse / Keyboard