



Policy Number: 107  
Effective Date: June 1, 2018  
Revisions:  
Applicability: All Computer Purchases

## COMPUTER PURCHASE POLICY

### **Purpose:**

The purpose of this policy is to outline the process by which University personnel acquire a computer. The goal of the policy is to ensure each employee has a suitable computer to perform their assigned responsibilities while also providing prudent stewardship of University Resources.

### **Definition of “Computer”:**

For the purposes of this policy, a Computer is:

Any electronic device which is described by the vendor or manufacturer as a: computer, desktop, laptop, notebook, Windows tablet, kiosk, or server. This shall not include telephonic devices or televisions.

### **Policy:**

This policy applies to all full and part-time University employees and the purchase of all computers regardless of the source of University funds or dollar value.

1. Specifications. All computer purchases must be made with the University’s preferred supplier(s) and conform to University specified standard models, or as approved by the appropriate LTS Computing Consultant (see the LTS website for the step by step process regarding LTS consulting). The LTS consultant will assess employees’ computing needs in consultation with the employee/department and will provide basic standard computing resources or will address any justifiable exceptions or specialized needs that should be approved prior to purchase.
2. Procurement. Computer purchases must be made through the Unimarket marketplace whenever possible, and adhere to purchasing and technology policies and standards, e.g., information security, responsible use, competitive bidding, etc. Computer purchases made outside of Unimarket or not adhering to these policies and standards risk not being processed, paid, reimbursed or supported by LTS. Computers may not be purchased using personal funds or University OneCards.
3. Exception Approval. All exceptions that do not have documented LTS pre-purchase consulting approval require the approval of the Dean/Vice President of the employee’s primary department/college/stem.
4. Ownership. All computers purchased or reimbursed with University funds remain the property of the University until disposed of through the University’s Surplus Property Program. (Please refer to the Surplus Property Program policies and procedures regarding the disposal of computer equipment.)
5. Software. All software placed on University-owned systems must be legally licensed. LTS support levels differ for

various software programs. See the LTS webpage “Consultant Support Specialties & Software Support Levels” for details. If non-supported software causes a conflict with software or network resources used to conduct University business, e.g., Banner, then LTS is authorized to remove it from the computer.

**Fee Structure:**

The dollar amount of fees specified in this document are current as of May 1, 2018. Fees are subject to change over time. Advance notice will be provided to faculty/staff of any fee changes.

LTS Imaging Fee (currently \$25):

Any computer that has the ability to have Microsoft Windows preinstalled from the factory, and lacks an approved “No LTS imaging” statement on the purchasing documentation shall be assessed the imaging fee.

Exceptions: Apple computers/devices, Android tablets, any item described as “server”, or telephonic devices are not subject to the LTS imaging fee.

Computer Disposal Fee (currently \$25):

Any computer shall be assessed the disposal fee and is subject to pre-purchase consultation. (Any device that is assessed the LTS imaging fee shall always be subject to the Computer Disposal Fee.)

Exceptions: Telephonic devices or televisions are not subject to the Computer Disposal Fee. Smartphones, printers and monitors/displays are not subject to the disposal fee, but nonetheless still require LTS pre-purchase consultation.