

# **Computer Purchase and Replacement**

**Original Implementation:** January 30, 2007

**Last Revision:** November 7, 2016

## **Purpose**

This policy describes the replacement and purchase of university computers and workstations. This policy complies with standards issued by the Texas Department of Information Resources (DIR).

## **Definitions**

Computer – is defined as a desktop cpu (tower, small form factor, etc.) or laptop, notebook, Surface Pro, etc. and is either a PC or a Macintosh (Mac).

Workstation – is defined as a general-purpose computer with a higher performance level than a standard computer.

Tablet – is defined as a complete computer contained entirely in a flat touch screen, normally operating by fingertip or stylus, does not run an enterprise operating system (e.g. iPad, Slate, etc.) and are excluded from this policy.

Servers – are identified in property records by asset class and are excluded from this policy.

## **Computer Standards**

Base hardware configurations for computers and workstations will be established by a committee appointed by the provost and vice president for academic affairs (VPAA). The base hardware configurations will be reviewed at least annually and published on the procurement website.

The base hardware configurations will be the basis for a pre-approved brand and vendor selection after best value negotiations for both Macs and PCs. Pre-approved brands and vendors will be published on the procurement website.

## **Computer Purchases**

All computers and workstations purchased by the university will meet the base hardware configurations established by the university and will follow guidelines and restrictions on the procurement website.

New computer purchases that increase the total number of computers on campus will only be allowed for new positions, new programs, etc., or as otherwise approved by the provost and VPAA.

### **Computer Replacement Cycle**

The university will replace computers and workstations in campus academic and administrative units on a four-year cycle. The four-year cycle may be deferred for additional years as needed due to budget constraints or administrative discretion. Any computers or workstations replaced during a deferment period will still be subject to the requirements of this policy.

Academic units may replace computers and workstations that are less than four years old subject to the requirements of this policy.

When a new computer or workstation is received, the computer or workstation identified for replacement must be transferred to surplus unless approved as an exception by the provost and VPAA. Such transfers should take place within 30 days of the computer or workstation being taken out of service. No technical support will be provided for those devices that are replaced but not transferred to surplus.

**Cross Reference:** General Appropriations Act, Article IX, Sec. 9.04; Property Inventory and Management (17.14)

**Responsible for Implementation:** Vice President for Finance and Administration; Provost/Vice President of Academic Affairs

**Contact for Revision:** Director of Procurement and Property Services/HUB Coordinator;  
Director of Information Technology Services

**Forms:** None

**Board Committee Assignment:** Finance and Audit