

Computer Purchase and Replacement

Original Implementation: January 30, 2007

Last Revision: July 24, 2018

Purpose

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

Definitions

Computer is defined as a desktop CPU (tower, small form factor, 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.

Portable computer is defined as a laptop, notebook, or Surface Pro which is capable of running an enterprise operating system.

Tablet is defined as a complete computer contained entirely in a flat touch screen, normally operated 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.

General

Base hardware configurations for computers, workstations, and portable computers will be established by the university, 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, workstations, and portable computers 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, workstation, or portable computer purchases that increase the total number of computers, workstations, or portable computers on campus will only be allowed for new positions, new programs, etc., or as otherwise approved by the chief information officer. Requests to increase the total number of computers, workstations or portable computers on campus must be approved prior to submission to Procurement and Property Services.

Replacement Cycle

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

All computer, workstation or portable computer replacements will be reviewed to ensure the replacements are warranted, support the mission and goals of the university, and efficiently utilize university funds. Where appropriate and feasible, alternative technology solutions may be utilized in lieu of a physical computer, workstation, or portable computer. If a computer is not capable of running the university supported operating system, the computer may be removed from the university network due to security concerns. Any exceptions require the approval of the chief information security officer.

Academic units may replace computers and workstations that are less than five years old or portable computers that are less than four years old if approved by the chief information officer, subject to the requirements of this policy.

When a new computer, workstation, or portable computer is received, the computer, workstation, or portable computer identified for replacement must be transferred to surplus unless approved as an exception by the chief information officer. Such transfers should take place within 30 days of the computer or workstation being taken out of service.

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; Vice President for University Affairs

Contact for Revision: Director of Procurement and Property Services/HUB Coordinator; Chief Information Officer

Forms: None

Board Committee Assignment: Finance and Audit