STEPHEN F. AUSTIN STATE UNIVERSITY
THE UNIVERSITY OF TEXAS SYSTEM
NACOGDOCHES, TEXAS

Computer Purchase and Replacement Procedures

Contents

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

Definitions

For the purposes of this document the word 'computer' shall mean computer, workstation, and portable computer as defined herein.

- **Enterprise Operating System** is defined as a Stephen F. Austin State University licensed operating system which include Microsoft Windows, Linux variants and Macintosh operating systems.
- **Computer** is defined as a desktop CPU (tower, small form factor, etc.) and is either a PC or a Macintosh (Mac) capable of running an enterprise operating system.
- **Workstation** is defined as a general-purpose computer with a higher performance level than a standard computer capable of running an enterprise operating system.
- **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, Android Device, etc.) and are excluded from these procedures.
- **Servers** are identified in property records by asset class and are excluded from these procedures.

All computers purchased by the university will meet or exceed the base hardware configurations and include additional required items that have been established by the university, as indicated in the Computer Standards section of this document. Information Technology Services (ITS) is included in the requisition approval process for computers in an effort to assist in streamlining purchases of computers.

New Computers - Overview

New computers 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 chief information officer. Requests to increase the total number of computers on campus must be approved prior to entering a requisition. (SFA Business Forms – Computer Replacement CIO Approval/Exception Form).

Replacement Computers - Overview

There are two distinct processes to replace older computers that are currently in use on campus:

The Computer Replacement Program (CRP) is administered by the department of Information Technology Services (ITS) with the assistance of the department of Procurement and Business Services (PBS). The CRP allows faculty and staff to replace their primary office computer and certain lab computers with a new standard computer, at no cost to their departments as computers are eligible and funds are available. The goals of the program are to maximize system performance, manage risk, realize efficiencies in operations, and reduce the high cost of maintaining older computers.

For FY 24, the CRP has been funded by Library, Equipment, Repair, and Rehabilitation (LERR) which is allowable to be used only for Education and General (E&G) purposes. CRP Procedures have been updated to reflect the current budget amounts that have been allocated this fiscal year. It is estimated that funding is available to replace computers eligible for replacement in FY24 or before, and currently in use. It is imperative that the entire university community work together to ensure all of our critical needs are met. ITS will take an analytical approach to determine which units are in critical need of replacement.

CRP Machine and User Criteria for FY24

- Machines funded through the CRP must be used only for LERR eligible activities (E & G).
- Machine to be replaced must be in critical need of replacement and either be a primary work station or used in a classroom setting.
- The machine to be replaced must be in use and eligible for replacement in FY24 or before. Desktops must have been acquired prior to September 1, 2019 and laptops must have been acquired prior to September 1, 2020.
- The machine to be replaced must be sent to Surplus by ITS as part of the new computer installation.
- The machine cannot be listed as missing, stolen or previously submitted to Surplus.
- The CRP request **deadline is June 30, 2024 for consideration in the FY24 CRP program.**

CRP Additional Notes

- ITS will determine eligibility of replacement based on age and other qualitative factors.
- Prices for replacement computers are in flux due to technology market conditions, which adds a layer of budget complexity. Your timely response will assist us to get the best possible pricing.
- If you need more processing power, accessories, RAM, drive space, or anything more we can assist in getting a custom quote from Dell or Apple to meet your needs. Please keep in mind though that upgrades to the standard computers (such as additional memory) and accessories (such as laptop docking stations) may be purchased at the department's expense and may add delivery time to the request.
- Departments must confirm the physical presence of a computer before identifying the property number for replacement. Payment for computers reported missing after being submitted for replacement will be the responsibility of the department.
- Special exceptions may be granted by the chief information officer if need is determined critical.

The Department Funded Purchase (DFP) can be used to purchase replacement computers that are NOT eligible to be purchased through the CRP as long as university standards are met. For FY 24, this would include computers that are considered critical for replacement yet not utilized for E&G activities and not LERR eligible. **The FY24 requisition deadline for DFP computers (not eligible for LERR/CRP) is June 30, 2024.**

REPLACEMENT CYCLE

The university will evaluate the need to replace computers in campus academic and administrative units. Typically, the evaluation will be based on a five-year cycle for desktop computers and on a four-year cycle for portable computers. The cycles may be deferred for additional years as needed due to budget constraints or administrative discretion.

All requests 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.

When a new computer is received, the item that is being replaced must be transferred to surplus unless approved as an exception by the chief information officer. Such transfers should take place when the computer is taken out of service.

COMPUTER STANDARDS

Base hardware configurations for computers, workstations, and portable computers have been established by the university and are posted on the procurement website.

STEPS TO REQUEST A REPLACEMENT COMPUTER - ELIGIBLE FOR THE CRP PROGRAM

Analyze critical needs for your department
- Review the eligible computers listed in the computer replacement documentation provided by ITS
- Sort report as needed and analyze needs
- Insert a new Column in the Excel file in Column A
- In Column A please enter a 1 to indicate if a computer is to be replaced.
- Save your spreadsheet and enter a Computer Replacement Request (SFA Business Forms – Computer Replacement Request). Please attach the spreadsheet to the request
- A member of ITS will reply to your request and will let you know which computers have been approved for replacement
- Review standards in this document to ensure the replacement computer will meet or exceed SFA standards
- Determine if a quote is needed and request if needed (see instructions below)
- Enter a requisition (see instructions below)

STEPS TO REQUEST A REPLACEMENT COMPUTER – NOT ELIGIBLE FOR THE CRP PROGAM

- Analyze critical needs for your department
- Review standards in this document to ensure the replacement computer will meet or exceed SFA standards
- Determine if a quote is needed and request if needed (see instructions below)
- Enter requisition with details from quote (see instructions below)

STEPS TO REQUEST A NEW COMPUTER

New computers 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 chief information officer
- Analyze critical needs for your department
- Review standards in this document to ensure the replacement computer will meet or exceed SFA standards
- Requests to increase the total number of computers on campus must be approved prior to entering a requisition. (SFA Business Forms – Additional Computer or Surplus Computer Retention Request)
- After approval is received, determine if a quote is needed and request (see instructions below)
- Enter requisition with details from quote (see instructions below)

HOW TO REQUEST A QUOTE

- **Dell and Microsoft Products**: IT and Purchasing work together to keep up to date quotes on the most frequently purchased Dell and Microsoft models. You can find those quotes on the procurement website. If you are not able to find a quote for the Dell or Microsoft item you are requesting:
- Email Purchase@sfasu.edu and include the following in your email:
    - Subject line "Dell Computer Quote Request" or Microsoft Computer Quote Request"
    - The best contact name, phone number for the purchaser to reach out to if they have questions
    - The item and quantity you are interested in

- **Apple Products**: Email Purchase@sfasu.edu and include the following in your email:
  - Subject line "Apple Computer Quote Request"
  - The best contact name, phone number for the purchaser to reach out to if they have questions
  - The item and quantity you are interested in

ENTERING A REQUISITION

Requisitions for CRP eligible Computer Replacements

After you have proper approval to move forward, you should enter your requisition. Pricing has been fluctuating and it is important that you look at the procurement website to get the most up to date pricing. Upon publication of this document, the base price of a PC is $812 and $1280 for a Macintosh. Please check the procurement website for updated quotes. In your requisition you will enter the current value (check with purchasing or ITS for the current value) for the base model. If you need more processing power, accessories, RAM, drive space, or anything more then you will need to plan for those additions to come out of another funding source. Please also keep in mind that accessories (such as laptop docking stations) will be purchased at the department's expense. Email any supporting documentation for the purchaser to Purchase@ and reference to requisition.

Approved Vendors
- **Summus Industries** (HUB partner for Dell and Microsoft Products)
- Apple Computer Inc.

Document Text: include the following:
- Quote Number
- Name of Department
- If this is a CRP, then enter Property Tag#(s) for the computers to be replaced
- If addition to the fleet list Team Dynamix ticket for CIO approval

Item text: include the following
- Item or Product #'s from the price list or quote (must meet or exceed minimum specs)
- Custom specifications, if not a standard quote (memory, processor, storage)
- **Laptop quotes will include Absolute Resilience software in the tech specs of the quote**

FOAP: use the following:
- **F**UND**:** The fund will be provided to you for the estimated $812 allowance for the base CRP eligible unit. Use your department fund in sequence 2 (or in additional lines) for the non-CRP funded portion of the computer that exceed the base model.
- **O**RG**:** Use department ORG
- **A**ccount Code**:** Do **NOT** change the Account Code
- **P**rogram Code**:** Use your department program code

Requisitions for NON CRP eligible Computer Replacements
The instructions are the same as above, except:
- 100% of the cost will charge to your FOAP and not eligible to be paid for with CRP program funds.

- You are NOT required to include Team Dynamix ticket number with the quote.

Requisitions for New Computers
The instructions are the same as above, except:
- 100% of the cost will charge to your FOAP and not eligible to be paid for with CRP program funds.
- You ARE required to include approval information from the CIO to support the addition of a computer. (This is a Team Dynamix form titled "Additional Computer or Surplus Computer Retention Request")

Need Help?

There are several people here to help you along the way and you can also visit https://www.sfasu.edu/procurement-business-services/purchase/computer-purchase-replacement for up-to-date information.

Question on how to run the webFOCUS report? Call or email:
- Ann Foster at 4618
- Ann Marie Barnes at 4050
- Nicole Ivancic at 4472

Questions on how to access your critical needs or what is eligible for CRF funds? Call or email:
- Jim Egner at 3908

Questions on how to enter the requisition or how to get quotes? Call or email:
- Purchase@sfasu.edu
- Nicole Ivancic at 4472
- Kim Jones 6551

General questions on definition of E&G activities or eligibility? Call or email:
- Your budget analysts