

FAYETTEVILLE STATE UNIVERSITY

COMPUTER TECHNOLOGY PURCHASES/ALLOCATION POLICY

Authority:	Issued by the Chancellor. Changes or exceptions to administrative policies issued by the Chancellor may only be made by the Chancellor.
Category:	General University Policies
Applies to:	●Faculty ●Staff ●Students
History:	Last Revised – November 19, 2007 Approved - January 20, 2006 First Issued - January 20, 2006
Related Policies:	N/A
Contact for Info:	Vice Chancellor for Information Technology and Telecommunications 910-672-1477

I. Introduction

The purpose of this policy is to ensure that computer technology purchases fit within the overall technology plan for the Fayetteville State University, that computer technology equipment requirements and associated support needs are met, and that software licensing and computer hardware discounts are realized.

Thus, all purchase requisitions for computers, computer peripherals or related equipment and software must be initially directed to the Office of Information Technology and Telecommunications (ITT).

II. Desktop Computers, Printers and Software

All purchases and deployments of information technology within the University must conform to these guidelines and the general purchasing guidelines set by the State of North Carolina to maximize functionality while minimizing effort.

A. Faculty and Staff Equipment

All desktop personal computers, laptop computers, printers, and productivity software are leased or purchased centrally by ITT and distributed to faculty, staff, classrooms, and computer laboratories. Every faculty and staff member is provided with on computer for university purposes. Faculty may have either a desktop computer or a laptop

computer, but not both. Staff members will be provided with one desktop computer unless the division head approves the use of a laptop computer.

Desktop/laptop hardware and peripherals are on a three-year refresh cycle—meaning that every three years such equipment will be replaced with new models. The university provides for the purchase and systematic replacement of office desktop computer systems, printers and software for use by faculty and staff. It also budgets an annual amount for repairs, and is a self-insurer for items that are stolen or vandalized. Funding is located in a centralized computing budget administered by the ITT. Also, ITT provides support for these computers.

Computers purchased by the university from centralized ITT funds shall be chosen from models offered by vendors operating under a state contract. These purchases shall be approved by the Vice Chancellor for Information Technology and Telecommunications or designee, who shall sign the purchase order, signifying that approval.

Departments seeking to purchase office desktop computers or printers from vendor(s) other than those selected by the Vice Chancellor for Information Technology and Telecommunications or designee must be able to show that a model from an ITT selected vendor will not meet their need for particular applications because of a clear constraint. The purchase order must carry the signature of the Vice Chancellor for Information Technology and Telecommunications or designee, signifying that the computer purchase has been reviewed and meets the requirement for a variation from the standard equipment. The university's standards for computer equipment can be found at <http://www.uncfSU.edu/itts/networking/computers/index.htm>

B. Equipment Standards

The standards for **desktop personal computers, laptop computers, printers, and productivity software** are located at the following university website: <http://www.uncfSU.edu/itts/networking/computers/index.htm>. These standards are established for the purposes of volume savings, supportability, and compatibility with the university's technology environment. *Exceptions* to the standards may be approved if the standard hardware fails to meet specific functional needs or to comply with federal, state, and university guidelines. In such instances, the users must document the need and obtain approval prior to submitting requests for non-standard equipment.

While funding for laptops, color printers, network printers, and computers for federal programs and grants are the responsibility of the respective departmental units, such equipment must adhere to campus technology standards as posted on the previously mentioned ITT website. Furthermore, there must be justifications submitted and approved by the respective division's Vice Chancellor. ITT will evaluate the need and approve exceptions to the campus standard on a case-by-

case basis. When new grant equipment arrives at the grant funded offices, ITT will remove the university-issued computers and peripherals that will no longer be used .

III. Purchase of Other Computer Equipment

Departments are responsible for the costs associated with the purchase of any computers, computer peripherals or related equipment (e.g., laptops, color printers) not described under Section II above. Although the departments are responsible for the costs associated with such items, the purchase of the item must be approved by ITT. The purchase order must carry the signature of the Vice Chancellor for Information Technology and Telecommunications or designee, signifying that the computer purchase has been reviewed and approved by ITTS.

Any purchase orders for computer technology received by the Purchasing Department that do not have ITTS approval will not be processed and will be forwarded to the Vice Chancellor for Information Technology and Telecommunications for review.