

Business & Financial Affairs

Guidelines: Computer Replacement Guideline

Authority: Associate Vice President Office - Business and Financial Systems

Purpose of Guideline

The Vice President of Business & Financial Affairs is committed to ensuring that all staff member has access to a modern computing platform to support the mission of the university. In the fulfillment of this commitment, this guideline is designed to guide the regular replacement of computing equipment.

This guideline applies to the computing equipment provided to the state funded staff for Business & Financial Affairs (BFA) and cover all machines per 5-year lifecycle. A lifecycle is the 5-year period after which a primary workstation will be considered for replacement. Computing workstations used by non-state funded staff are not covered under this equipment replacement process. Department directors/managers have full discretion in recycled or “trickledown” computers that are within the 5-year replacement cycle.

Process

1. Desktop support personnel from each department within Business & Financial Affairs is responsible in updating their computer inventory with the BFA Equipment Access Database.
2. A physical inventory count/update annual is recommended.
3. Director of Business & Financial Systems (or designated staff member) generates a report listing all desktop/laptop computers which are 5-year or older from the inventory database every July, after the fiscal year end close.
4. Director of Business & Financial Systems (or designated staff member) review and confirm the accuracy of the reports with directors/managers of other BFA units.
5. Director of Business & Financial Systems (or designated staff member) submits the report and funding request to BFA Budget Office for approval.
6. Budget Officer informs Director of Business & Financial Systems regarding of the amount of approved funding. Note this may not be the same as the funding requested.
7. Desktop Support in Business & Financial Systems orders the replacement computers based on University's standard. The manufacturer's warranty of at least 2 years are included in the purchase.
8. Desktop Support in BFS coordinates the delivery of the replacement computers to each desktop support personnel.
9. Department Desktop Support works with directors/managers in replacing those 5-year or older computers.
10. Department Desktop Support is responsible to update the BFA Equipment Access Database once all the replacement computers are deployed.