

College of Agriculture and Life Sciences (CALS)

Computer Purchase and Replacement Policy

Purpose:

The purpose of this policy is to outline the process by which CALS acquires, replaces, and disposes of computers for faculty and staff. The goal of CALS computer purchase and replacement policy is to ensure that computing resources are up to date and fulfill everyday needs.

Eligibility:

Employees of CALS are eligible for computer replacement funding if they meet the following criteria:

- The majority of their work hours are spent within CALS
- They have a UVM FTE of .75 or greater for at least 9 months*
- The body of work being performed requires a computer

*This requirement does not apply to grant funded employees. Grant funded employee requests will be assessed on a case by case basis with the respective chair.

Employees that do not meet these eligibility requirements can request purchase or loan of a computer from the department through the Chair or Director.

Replacement Cycle:

Eligible employees will be assigned one primary computer. General guidelines for replacement are as follows:

- Replacement assessment every four years from the date of computer assignment. CALS IT will work with employees to assess if a replacement is warranted.
- Computers for other purposes can be purchased with department funds or loaned.
- Replacement computers will have a minimum of the standard configuration defined below. Differential costs due to purchases of non-standard configurations will be borne by department or grant funds with approval from the department chair.

Configuration:

Specifications for configurations can be found on UVM Computer Depot's website. Standard configuration would include Microsoft Office. 8GB of RAM is the recommended minimum.

Process for Computer Replacement Request:

- Dean's office will provide each chair and business manager with a list of eligible computers for replacement at the beginning of each fiscal year.
- A designated person in each department will be responsible to arrange a meeting with CALS IT to evaluate current computers and assess replacement needs.
- If the replacement is warranted, the CALS Dean's Office will journal the \$1500 per computer to the department. *
- The department business manager will be responsible to enter the requisition for the Computer Depot which is the sole approved source for computer purchases.

*Dean's office will supply funds for general funded employees. Income/Expense funded employees will have this same replacement cycle built into the rate calculations.

Repurposed computers older than 7 years will not be supported by CALS IT but can be taken to the Depot and pay with an appropriate chartstring.

Computer and peripheral purchases should be purchased from the department's equipment reserve. The CALS Dean's Office will work with each business manager to maintain an appropriate level of net assets in the equipment reserves for replacement needs. Note that additional peripherals (mouse, keyboard, screen, carrying case) not included in the above configuration will be purchased with department funds with the Chair's approval.