Computer Purchasing Policy

Slippery Rock University

Policy Statement

The purpose of this policy is to outline the process by which University personnel acquire computing equipment. The goal of the policy is to ensure each employee has a suitable computer to perform their assigned responsibilities while also providing prudent stewardship of University resources. It is necessary to establish a reliable and supportable operating environment for computing equipment while also reducing risk to the comprehensive campus computing infrastructure.

All computer purchases must be made through IATS and adhere to the University's procurement and technology policies and standards, e.g., information security, responsible use, etc. as described in the Slippery Rock University Acceptable Use Policy. Computer purchases made outside of IATS or not adhering to these polices and standards will not be processed, supported by IATS, paid or reimbursed.

This policy is intended to provide guidance on for purchasing IT hardware, software, and services.

- **All Slippery Rock University IT procurement activities should follow the purchasing policies as set forth in this policy.**
- **All faculty/staff computers will be placed into a four-year replacement process.**
- **All faculty/staff will only have one computer unless specified by the Dean or Director.**

Procedures

1. All computer purchases must conform to a set of University-specified standard models, as established and quoted by IATS. IATS will assess employees' computing needs in consultation with the employee/department and will provide basic standard computing resources or will address the exceptions identified below or other specialized needs that have been approved through the Computer Purchase Exception Form:

   a. Faculty as well as graduate assistants, whose teaching and research responsibilities require specialized computer systems.
   b. Staff and administrators whose specific technical, environmental or functional job responsibilities require an alternative to the preferred supplier(s), standard models or secondary computers.

2. Deans and Directors will establish a formal 4-year computer system replacement/upgrade program. IATS will assist Departments in identifying purchasing methods and terms which best meet the needs of the Departments and the University.

3. It is expected that all faculty, staff and administrators will have only one University-owned computer for teaching and business functions, unless authorized by the Computer Purchase Exception Form.

4. All computers purchased or reimbursed with University funds remain the property of the University until disposed of through University channels. Failure to return University-owned equipment, software or data upon leaving the University or at the request of the University may result in legal action or obligate the employee to reimburse the University for the value of the equipment.

5. All software placed on University-owned systems must be legally licensed, virus-free software. IATS is not responsible for ensuring that non-supported software will work properly on University-owned systems. If non-supported software causes a conflict with software or network resources used to conduct University business, e.g., Banner, then IATS is authorized to remove it from the computer.

6. If a computer is lost or stolen, it is the responsibility of the employee to immediately notify Slippery Rock's Public Safety department or their local police department, University Risk Management and IATS.

Sanctions:

Failure to adhere to licensing agreements or other inappropriate or wrongful use of University-owned computing equipment, software or data can result in disciplinary action.

Responsibility for Implementation:

All members of the University Community are responsible for administering this policy.

Scope of the Policy:

This policy applies to all University staff and employees.

Approved by University Cabinet: March 5, 2018