

Miller Administration and Enrollment Services Support Computer Purchase & Replacement Standard and Guidelines

Purpose

This standard and guidelines apply to all full-time and part-time employees of Miller Administration and Enrollment Service Support and to the purchase of all computer-related equipment issued and/or maintained by MA/ESS.

Equipment Purchase for University Business

All purchases of computer equipment must be coordinated with and approved by the IT Support Specialist before approval from the Director and/or department. All machines and peripherals purchased using University funding are the property of the University. The machines and peripherals must be used only in a way that adheres to the [PPM Section 10](#) of the University.

The Department will provide funding for the initial computer purchase at time of hiring, unless otherwise specified by the department director. Future replacements and upgrades that follow the standard replacement cycle and meet requirements will have funding provided by the department. Any additional funding will need to be covered by the participating department or approved by the Director.

Computer Replacement Cycle

Full-time, Staff, Directors, Admins

A minimum of a four (4) year cycle will be used for all machine upgrades. This date is calculated base

Mobile Devices

All mobile devices will require a checkout form to be signed by the user to whom the device is issued. Mobile devices include iPads, Android tablets, and laptops. All University owned, off-campus devices must be brought to campus and connected to the network or connected to the Weber State VPN at least once a month.