IT Service Desk
Computer Purchase & Replacement Standard and Guidelines

Purpose

This standard and guidelines apply to all full-time and part-time employees covered by the IT Service Desk and to the purchase of all computer-related equipment issued and/or maintained by the IT Service Desk.

Equipment Purchase for University Business

All purchases of computer equipment must be coordinated with and approved by the IT Service Desk before approval from the Director and/or the 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 Department or approved by the Director.

Computer Replacement Cycle

Full-time staff positions will be assigned one primary workstation. This station may be a laptop or a desktop computer. The machine assigned to the user will be the primary station and covered under the computer replacement cycle. All other machines assigned to a user must be upgraded by the Department or other arrangements at the Director's discretion.

All machines that meet the criteria to be replaced must be returned to the IT Service Desk upon replacement. Users may not keep replaced machines unless approved by the Director and the IT Service Desk. If a user is given approval to retain a machine after its replacement date, then the machine is no longer eligible for upgrades or replacement under standard procedures.

Full-time, Staff, Directors, Admins

A minimum of a four (4) year cycle will be used for all machine upgrades. This date is calculated based on the date of first assignment, not the date of purchase.

Departmental Part-time Staff

Computers needed for departmental part-time staff will be purchased by the Department or obtained from the Department's redistribution pool or Property Control (surplus). This includes any part-time staff, student workers, seasonal employees, employees hired for special projects, interns, and temporary staff. These machines are not under the replacement cycle.

Inherited Machines

Replacement personnel will inherit the machine from their predecessor unless another arrangement is approved by the IT Service Desk or Director. The machine will maintain the original upgrade cycle from the date of first assignment.

Standard Computer Configurations

The IT Service Desk will maintain a list of computer hardware that is approved for the Department to purchase. Full-time staff will have the option of a Windows or Apple based machine from a list of standard configurations.

Peripheral Devices

Desktops

All desktop computers purchased for full-

campus and connected to the network or connected to the Weber State VPN at least once a month. Off-campus devices must stay in their original configuration, and internal components must not be replaced with personally purchased components.

Mobile Devices

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