



<b>Computer Replacement Policy</b>		<i>Department:</i> <b>Information Technology Services</b>	
		<i>APP No.</i>	
<i>Department Vice President:</i> <b>Vice President for Finance &amp; Administration/CFO</b>	<i>Revised:</i>  2/11/2022	<i>Original Effective Date:</i>  06/02/2015	<b>Page 1</b>
<i>Subject:</i> Information Technology Services (ITS) process for upgrading and replacing computer technology and equipment.		<i>Applicable Divisions:</i> <b>All</b>	

## **PURPOSE**

This policy supports Linfield University's approach to upgrading or replacing computer technology and equipment through an annual cycle. The University has established a budget and procedures for the regular replacement of computer technology and equipment for faculty and staff, classrooms, and computing labs. The department of Information Technology Services (ITS) is responsible for the upgrading and replacement of computer technology and equipment.

## **SCOPE**

This policy addresses ITS computer technology and equipment inventory for the McMinnville and Portland campuses.

## **POLICY**

One-fourth of the primary ITS computer equipment inventory are scheduled to be replaced every year. The actual number of computers replaced annually will depend on the funds allocated by the University. Computer equipment purchased by ITS is expected to have a life cycle of four years. iPads and other tablets, as well as printers are not included in the replacement cycle. Monitors and peripherals are replaced on an as-needed basis.

Computer specifications are established based on pricing and available hardware.  
The CIO will be responsible for setting the per unit allocation.

Some administrative units may determine that additional equipment is needed outside of the established replacement cycle. This equipment will be purchased through ITS but must be funded by the administrative unit. Please contact the ITS Hardware Support Specialist for pricing and specifications.

Hardware or software purchased without approval the CIO, will not be supported by the ITS department.

All computers are part of the computer equipment inventory of the University, regardless of funding source including those computers purchased off-cycle. They are not "owned" by the staff member or department.

Any full-time employee whose position requires a computer will be provided the standard configuration for that fiscal year.

Computer replacements will be made based on the age of the computer and the needs of the user. ITS staff will maintain an accurate database of equipment in order to determine which equipment is eligible for replacement each year.

Equipment replaced before the end of the four-year cycle will require department funding.

Any computer being replaced before its fourth year will be removed by ITS staff and used elsewhere on campus or retired if no longer functional.

After the fourth year, computers will be evaluated by ITS staff as to their usability. If the machine is still functional it will be reallocated by ITS for further use on campus. Reallocated computers are for part-time employees, adjuncts, work-study students, interns and general office use based on availability. All computers that are determined to be non-functional will be retired from inventory and recycled by the University.

Retired equipment will not be sold or gifted to Linfield employees or any other outside organizations.

Computer equipment is not to be moved or reallocated to another user/department without the approval from ITS.

Date Issued: 06/02/2015

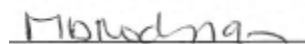
Date Last Revised: 10/26/2018

Responsible Executive:

Vice President for Finance and Administration

Responsible Office:

CIO/Information Technology Services



Vice President, Finance and Administration

Date: 02-11-2022

This policy is effective immediately and supersedes all previous editions.