



KOIT-02

Third-tier Computer Program

Scope

This policy is specific to the Indiana University Kokomo campus and it applies to the entire campus.

Rationale

Departments should have available to them low-cost desktop computers for those situations where a Lifecycle computer cannot be provided and the purchase of a Department-funded Computer cannot be justified either by the availability of funds or the intended use. These computers, known as Third-tier Computers, are used in the conduct of campus business and in fulfillment of the campus mission and, as such, should be fully-supported by the Information Technology Department.

Policy Statement

Surplus Computers may be leased by any department at the rate of \$100 per twelve-month period, billed to the department at the beginning of each twelve-month period. The Information Technology department will provide the same support for a third-tier computer as it does for a Lifecycle Computer.

Procedures

Lifecycle Computers are purchased with a three-year warranty. When a Lifecycle Computer reaches the end of its warranty period, it is automatically removed from service and reclassified as a Surplus Computer. The Surplus Computer will be removed and prepared, in compliance with University standards, for sale to the general public. When a sufficient number of Surplus Computers are accumulated, they will be sent to Bloomington where they will be offered for sale to the general public. The Information Technology Department will keep a sufficient number of Surplus Computers on hand to fill requests for Third-tier Computers.

Requests from an Account Manager for Third-tier Computers are made to the Information Technology Department whereupon a Surplus Computer will be reclassified as a Third-tier Computer and the Standard Software Build installed. The account designated by the Account Manager will be billed \$100 for the first twelve-month period. The lease will automatically renew and the same account will be charged \$100 at the beginning of each successive twelve month period, continuing until such time as the Account Manager notifies the Information Technology Department that he or she wishes to terminate the lease.

The Account Manager may terminate the lease at any time. Once the lease is terminated the Third-tier Computer will be removed from service and reclassified as a Surplus Computer. All future billing will be stopped; however, amounts already billed will not be credited.

If at any time during the lease period, a Third-tier Computer experiences a hardware failure or otherwise becomes unsuitable for its intended purpose, the Information Technology Department will, at its discretion, upgrade or repair it, or replace it with a newer Third-tier Computer. This will be done with no additional charge beyond the lease payment described above. In addition, Third-tier Computers will be replaced with newer Third-tier Computers no less frequently than at the end of every third billing cycle (36 months) and may be replaced sooner at the discretion of the Information Technology Department.

Third-tier Computers purchased under the previous policy will be removed from service in accordance with that policy when they reach six years of age. At that time, if a replacement Third-tier Computer is required, a newer one will be provided in accordance with the terms of this revised policy as described above.

Definitions

Lifecycle Computer is a designation used to refer to any computer purchased under the Desktop Computer Lifecycle Replacement Program that has not yet reached the end of its warranty period.

Surplus Computer is a designation used to refer to any desktop computer originally purchased under the Lifecycle Replacement Program that has reached the end of its warranty period. These computers are scheduled to be sent to Bloomington where they are made available for sale to the general public.

The **Standard Software Build** is the software deemed necessary for the computer to be useful and relevant and shall consist of, at minimum, an operating system and office-type programs. The Standard Software Build will change from time to time as new software and /or new versions of software become available to Indiana University through its contracts with software vendors. It may also vary slightly between different model computers.

Third-tier Computer is a designation used to refer to any computer originally purchased under the Lifecycle Replacement Program that has reached the end of its warranty period and has been purchased by a department under the Third-tier Computer Program.

Related Policies, Laws and Documents

KOIT-01 Desktop Computer Lifecycle Replacement Program

KOIT-03 Department-funded Computer

Policy History:

The statement of pre-existing policy was written on August 6, 2007 and revised on August 1, 2008.

Program revision making it a lease (rather than a purchase) and to include full It support was approved by Cabinet on October 10, 2008.