



## KOIT-03

# Department-funded Computers

### Scope

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

### Rationale

Departments must have a way to acquire computers that meet their unique needs in those situations where the needs cannot be met by either a Lifecycle Computer or a Third-tier Computer.

### Policy Statement

Departments may purchase computers and related equipment with their own funds just as they can purchase other items with the exception that the acquisition of computer equipment must be made in consultation with the Information Technology Department.

### Procedures

If a department chooses to purchase a new computer, it must do so in consultation with the Information Technology Department who will provide expertise on selecting the right model to meet the department's need, aid in getting the best price available and ensure that the computer can be supported on the Indiana University network.

When the computer is delivered, the Information Technology Department will install the Standard Software Build if requested to do so and will configure the computer to work on the Indiana University network.

Any computer purchased with department funds will be designated as a Department-funded Computer and it will not be part of the Desktop Computer Lifecycle Replacement Program. The department will be expected to budget for the replacement of that computer in accordance with its use. When a Department-funded Computer reaches six years of age it will be automatically reclassified as an Obsolete Computer.

### 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.

**Obsolete Computer** is a designation used to refer to any Third-tier Computer that has reached six years of age. Departments may keep Obsolete Computers but they may not be attached to the network. When removed from services, these computers are scheduled to be sent to Bloomington where they are generally disposed.

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-02 Third-tier Computer Program

KOIT-04 Obsolete Computers

**Policy History:**

This statement of existing policy was written on August 6, 2007.