RATIONALE

The purpose of this policy is to outline the process by which University personnel acquire a computer. The goal of the policy is to ensure each employee has a suitable computer to perform their assigned responsibilities while also providing prudent stewardship of University resources.

SCOPE

This policy applies to all full and part-time university employees and the purchase of all laptop and desktop computers and tablet devices, regardless of the source of University funds. The policy also applies to computer purchases through the Campus Workstation Program (CWP). A "computer" in the context of this policy is defined to be a complete working computer system and does not include e-book readers, printers, peripherals, external memory, external disk drives, monitors, or software.

POLICY

1. All computer purchases must be made through the University's e-procurement system, *buy*ND: http://buy.nd.edu/buynd, and adhere to University and college/school/division-specific procurement and technology policies and standards, e.g., information security, responsible use, bidding, etc. Computer purchases made outside of *buy*ND or not adhering to these polices and standards risk not being processed, paid or reimbursed.

2. All computer purchases must be made with the University's preferred supplier(s) and conform to a set of University-specified standard models, with notable exceptions:

   a. **Faculty**, as defined in the Academic Articles and including postdoctoral positions and graduate assistants, whose teaching and research responsibilities require an alternative to the preferred supplier(s) and/or standard models. No approval is required for these exceptions.

   b. **Administrators and staff** whose specific technical, environmental or functional job responsibilities require an alternative to the preferred supplier(s) and/or standard models.

3. All exceptions, unless noted otherwise, require the approval of the Dean/Vice President of the employee's primary college/school/division or an Authorized Purchasing Representative with delegated approval authority. For administrators and staff, standard model laptop/notebook computer purchases are not exceptions but do require the approval of the employee's Department Head or an Authorized Purchasing Representative.

4. All computers purchased or reimbursed with university funds remain the property of the University until disposed of through the University's Surplus Property Program. (Please refer to your college/school/division's policies and procedures regarding the disposal of computer equipment or contact Procurement Services for assistance.)

REFERENCE DOCUMENTS

Computer Purchase Policy: http://policy.nd.edu/policy_files/ComputerPurchasePolicy.pdf
Computer Purchase Process for Faculty and Staff: https://buy.nd.edu/contracts/computer-hardware/
Authorized Purchasing Representatives: https://buy.nd.edu/assets/95376/apr.pdf
Standard Models: https://buy.nd.edu/contracts/computer-hardware/lenovo/products/
Preferred Suppliers: https://buy.nd.edu/contracts/computer-hardware/
Procurement Services Policy Manual: https://buy.nd.edu/policy/
Campus Workstation Program: http://oit.nd.edu/equipment/cwp/
Information Security Policies: http://oithelp.nd.edu/information-security/
Surplus Property Program: http://surplus.nd.edu/

CONTACTS

Subject	Office or Position	Telephone Number	E-mail or Web Address
Policy Clarification & Purchasing Assistance	Procurement Services	(574) 631-4289	buy@nd.edu http://buy.nd.edu/
Technical Assistance	Departmental IT Staff CWP Administrator		http://oit.nd.edu/equipment/cwp/