

Date: 07/01/2021

## MEMORANDUM

To: Colleagues  
From: IT Department

The school's leadership has developed a new IT purchasing policy in order to better control costs, reduce confusion, streamline business processes, and adhere to USC IT policies. The following school policies on major IT equipment apply to desktops, laptops, monitors, scanners, and printers. Accessories like mice, keyboard, adaptors, and speakers are excluded. You should contact IT to see if any of these items are available before procuring them.

### **Computer equipment purchasing policy**

- Computer equipment purchases must be processed by the IT department in collaboration with managers. Most devices will be purchased using a single school wide account within IT. Departments will no longer need to purchase computer equipment using department fund and will no longer need to budget for these items. (Exclusions apply to server related equipment funded by grants)
- Computers will be replaced no earlier than 4 years and at the determination of IT. An employee may receive reconfigured computers instead of new machines if IT has inventory of deployable computers.
  - New computers are purchased with a 4-year warranty
  - You must return your older computer to IT to receive the replacement computer
- Grant funds can be used to purchase computer equipment if permitted by the grant but it must still be procured in collaboration with IT.
- Discretionary faculty funds cannot be used for computer purchases.
- PCs running Windows is the standard for staff. Specifications may vary based on business need and will be determined by the IT department.
- PCs running Windows is the standard for faculty. Specifications may vary based on business need and will be determined by the IT department. Macs will be an option for faculty as provided the computer is price equivalent to a PC. (Grant funded computer purchases will have price limits established by the grant and may exceed school price constraints.)

### **Computer return policy**

#### Termination

- All computer equipment must be returned to the school upon termination of employment at the school. This includes computers purchased using grant funds and any discretionary funds.
- There is no option to retain or repurchase your equipment.
- There are no exceptions to this policy.

