I. **Purpose**

The purpose of this policy is to provide a set of guidelines governing the purchasing of technology, to leverage volume purchasing, to adhere to technology standards, and to ensure that all technology equipment has lifecycle replacement funding.

II. **Applicability**

This policy applies to the procurement of all Wilkes-owned technology-related hardware resources. These resources include but are not limited to:

- Desktop CPUs & monitors
- Laptops & notebooks
- Peripheral equipment (e.g. printers, scanners, etc.)
- Projection units
- Smartboards
- Servers
- Network equipment
- Software

III. **Policy**

All technology hardware and software purchases for Wilkes must be processed through Information Technology Services, (IT Services) except where otherwise pre-arranged. This includes purchases made using PCARDs.

Colleges, divisions and departments must plan and identify their upcoming technology needs during the budgeting process.

Colleges, divisions and departments requesting hardware or software that they either did not identify or was not approved during the budgeting process, may fund the initial purchase and transfer the appropriate
ongoing budget (one third of the cost annually) for life-cycle replacement costs.

When colleges, divisions, departmental or grant funds are utilized to acquire technology, they must fund the initial hardware and/or software acquisition as well as transferring the appropriate ongoing budget for life-cycle replacement costs.

All technology no matter the source of funding will be viewed as the property of Wilkes general inventory and managed by IT Services in accordance with Wilkes technology policies.

Any provisions for emergency replacement of printers, scanners, ZIP drives etc?

IV. Responsibilities
Colleges, divisions and departments must plan and identify their upcoming technology needs during the budgeting process.

Finance & Support Operations will budget centrally for approved technology initiatives and lifecycle replacement.

Colleges, divisions and departments requesting hardware or software that they either did not identify or was not approved during the budgeting process, will fund the initial purchase and transfer the appropriate ongoing budget (one third the cost) for life-cycle replacement costs.

If equipment older than three years is being replaced it must be returned to the general inventory of the institution within fourteen days. Departments may not relocate, re-distribute or re-assign any technology assets without first communicating with IT Services so to ensure the integrity of our technology inventory.

IT Services will be responsible for reviewing and processing all technology purchases.

V. Ordering Process
All requests for hardware & software are to be made by contacting the help desk. Follow up will be made by IT services within three business days to understand and process requests.
Routing and Communication Process

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<th>Committee</th>
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<td>Updated student technology guide</td>
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