1. **Process for Faculty and Staff Computer Refresh/Replace Cycle**

2. **Process for Ordering Equipment for New Faculty**

3. **Process for Requesting a Replacement for Broken Equipment**

4. **Process for Requesting Classroom, Lab and Other Instructional Equipment**

**Fiscal Year Replacements**
- The processes for computer refresh/replace are managed through the dean/division head office
- It is important that your computer inventory be kept up to date. Please review your inventory list and update it to include any new information: personnel added to or separated from QC, equipment type, QUE #, acquisition year, etc. Use column “S” for all discrepancies, comments, notes.
- Send inventory updates to M. Watch

1. **Process for Faculty and Staff Computer Refresh/Replace Cycle**
   a. School/Division Head Office
      i. Use your updated inventory sheet to select those who are to receive a replacement and identify the type of equipment requested
      ii. This will be based on the approved budget available
      iii. Include equipment >5 years old
      iv. Select from the IT supported basic QC configuration provided: PC desktop or laptop; MAC desktop or laptop
      v. Faculty requesting components/software above the basic QC configuration should note the specifications in the appropriate column
      vi. Provost will provide the funding for the purchase of the basic QC configuration models only; requests above this amount must be funded by the department or dean
      vii. Submit your inventory list with the requests to M. Watch by the date requested.
   b. M. Watch
      i. Combine all academic departments and submit to IT
      ii. Provide IT with the available funding
   c. IT
      i. Place the order
      ii. Receive the order
      iii. Configure the equipment
      iv. Tag the equipment
      v. Contact the school/division head office to arrange a delivery and/or pick up schedule
      vi. Process the vendor payments
   d. School/Division Head Office
i. Update your inventory sheet with the new information
ii. Submit inventory to M. Watch

2. **Process for Ordering Equipment for New Faculty**
   a. Dean’s Office
      i. Obtain the equipment preference (if possible at the time the offer letters are prepared)
      ii. Select from the IT supported basic QC configuration provided: PC desktop or laptop; MAC desktop or laptop
      iii. Faculty requesting components/software above the basic QC configuration should note the specifications in the appropriate column
      iv. Provost will provide the funding for the purchase of the basic QC configuration models only; requests above this amount must be funded by the department or dean
      v. Submit your inventory list with the requests to M. Watch as soon as possible
      vi. Place orders with vendor
   b. M. Watch
      i. Ensure there is available funding
   c. IT
      i. Receive the order
      ii. Configure the equipment
      iii. Tag the equipment
      iv. Contact the dean’s office to arrange a delivery and/or pick up schedule
      v. Process vendor payments
   d. Dean’s Office
      i. Update your inventory with the new faculty information
      ii. Submit inventory to M. Watch

3. **Process for Requesting a Replacement for Broken Equipment**
   a. School/Division Head Office
      i. Contact IT to certify equipment cannot be repaired
   b. IT or Dean’s Office
      i. Provide a loaner until the item can be added to and ordered on the next replacement cycle
   c. School/Division Head Office
      i. Update your inventory sheet with the new information
      ii. Submit to M. Watch

4. **Process for Requesting Classroom, Lab and Other Instructional Equipment**
   a. For Computer Labs, Carts on Wheels, and other classroom technology replacement needs, initiate a conversation directly with the IT team