

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