University of Dayton Policy on
Computer Purchases

PURPOSE:
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 employees and the purchase of all notebook, desktop and mobile tablet computing devices, regardless of the source of University funds. A "computer" in the context of this policy is defined to be a complete working computer system and does not include e-book readers, peripherals, external memory, external disk drives, monitors or software.

POLICY:

1. All computer purchases must be facilitated through the University purchasing department and adhere to University and department/school/division specific procurement and technology policies and procedures (i.e. information security and responsible use, etc). Computer purchases made outside of the University purchasing system or not adhering to these policies and procedures risk not being processed, paid, reimbursed, or supported.
2. All computer purchases must be made through the University's preferred supplier(s) and conform to a set of University standard models, with the following exceptions:
    a. **Faculty** whose teaching and research responsibilities require an alternative to the preferred supplier(s) and/or standard models.
    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 employee's Dean/Vice President.
4. All mobile tablet devices require written approval from the Dean or Vice President of the unit. See the related document entitled: "Guidance for interpreting University-sponsored purchases of iPads and mobile tablet devices."
5. All computers purchased or reimbursed with university funds are the property of the University and will be marked with a University asset tag.
6. All computers are subject to audit and can be reclaimed from the user by University management.

ENFORCEMENT:
Parties found to have violated this policy may be subject to disciplinary action.

REVISION HISTORY:
Original: 6/22/11
Revised:
Responsible Office: Chief Information Officer