

## WSU Vancouver Employee Computer Program

Updated: 09-22-2021



### Overview

The computer “Lifecycle Replacement Program” for WSU Vancouver employees was implemented in 2013. The program created a campus fund, managed by WSU Vancouver IT, to provide a regular and consistent refresh of “primary” standard computers for each full-time, permanent employee position (currently, every 5 years). In 2021, the program was renamed to the WSU Vancouver Employee Computer Program.

Computers and equipment purchased outside of this Program are to be coordinated with WSU Vancouver IT. Departments are asked to submit purchase requests through the WSU Vancouver IT service-request (ticketing) system to ensure equipment meets WSU Vancouver standards, follows WSU policies, and receives WSU-eligible discounts.

All computer equipment purchased by WSU Vancouver is to be received and catalogued by WSU Vancouver IT for required inventory records. WSU Vancouver IT will set up and configure devices with the WSU-approved software and settings before delivering the device(s) to the employee.

### Computers

- Computers are replaced every 5 years.
- Standard computer recommendations include
  - PC laptop
  - Apple laptop
- Desktop computers are not recommended, but may be allowed in special circumstances and require approval from:
  - the head of the department
  - Campus CIO or Chancellor
- Upgrades such as processors, RAM, and hard drives to standard computers require IT approval, but are funded by the department of the requestor.
- Upgrades can be obtained at any time during the lifecycle of the computer (currently 5 years) with costs paid by the requestor’s department.
- Equipment standards are reviewed and adjusted annually.
- If the “standard” computer does not meet a department’s/role’s business needs, IT will assist in finding an alternative. The program will fund the “standard computer amount” while the department is responsible for the remainder.

## **Peripherals and Accessories**

- Departments are responsible for purchasing:
  - Additional monitors  
*Note: The lifecycle of monitors is significantly longer than computers*
  - Docking station and/or adapters for laptops
  - Keyboard and/or mouse
  - Printers
  - Webcams
  - Microphones
  - Other accessories
- Accessories such as monitors, docking station, keyboard, mouse, webcam, or other equipment must meet WSU Vancouver IT standards at the time of purchase.

## **Warranties**

- **Year 1:** All WSU-owned computers have a 1-year manufacturer warranty. Under this warranty, WSU Vancouver IT works with vendors for repair. In addition, IT provides a temporary “loaner” computer to use (if needed).
- **Years 2-5:** Expenses are covered by the Employee Computer Program to pay for repairs or, if necessary, replace a standard computer. In addition, IT provides a temporary “loaner” computer to use (if needed).
- **Years 6+:** Departments are strongly encouraged to replace computers older than 5 years. In cases where the department, with approval from the Campus CIO, uses a computer beyond 5 years, the department is responsible for repair or replacement costs. IT will work with departments to provide these services at the lowest cost and to provide temporary loaner computers (if needed and available).

## **Note on reassigning or moving computers**

To meet WSU policies, an inventory of all computers is maintained by WSU Vancouver IT. Any reassignment, transfer, or move of computers must be coordinated with IT.

- Computers are assigned to positions. If a person changes positions, the computer stays with the position. When a person moves to a new position, the department is responsible for notifying IT so that the inventory database can be updated.
- Exceptions: When an exception is needed based on business needs, the department is responsible for working with IT to ensure the inventory is updated and correct. Exceptions must be approved by the Campus CIO and head of the department.