Policy Number:        107
Effective Date:       June 1, 2018
Revisions:            12/15/22, 8/10/23
Applicability:        All Computer Purchases


**COMPUTER PURCHASE POLICY**

**Purpose**:
The purpose of this policy is to outline the process by which University personnel acquire department-owned computers. 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.

**Definition of "Computer":**
For the purposes of this policy, a Computer is:

> Any electronic device which is described by the vendor or manufacturer as a: computer, desktop, laptop, notebook, tablet, iPad, kiosk, workstation or server. This shall not include telephonic devices or televisions.

**Policy**:
This policy applies to all full and part-time University employees and the purchase of all computers regardless of the source of university funds or dollar value.

1. Specifications. All computer purchases must be made directly with the University's preferred suppliers (Dell, Apple, Lenovo, and Microsoft) and conform to University specified standard models, or as approved by the appropriate LTS Computing Consultant (see the LTS website for the detailed process regarding LTS consulting). The LTS consultant will assess employees' computing needs and will provide basic standard computing resources or will address any justifiable exceptions or specialized needs that should be approved prior to purchase.

2. Procurement. Computer purchases must be made through a purchase order (PO) generated in the Unimarket e-marketplace. Purchase must adhere to purchasing and technology policies and standards, e.g., information security, responsible use, competitive bidding, etc. The requisition should include a quote, proposal, or other written document demonstrating an LTS consultant's involvement in device selection. Computer purchases made outside of Unimarket or not adhering to these policies and standards risk not being processed, paid, reimbursed by Lehigh or supported by LTS. Computers may not be purchased using personal funds or University OneCard unless a documented exception is on file.

3. Exception Approval. In extreme circumstances, an exception to standard computer procurement is possible. All exception computer purchases (defined above) require documented **pre-purchase** approval based on the following criteria:

| Computer purchase outside preferred supplier list via Purchase Order (Unimarket) | Computer purchase (any supplier) using OneCard |
|---|---|
| 1. Documented LTS consultant or systems manager acknowledgment that device may not be adequately supported<br>2. Documented end user acknowledgment that device may not be adequately supported by LTS<br>3. Attachment of LTS and end user documentation in Justification section of purchase requisition (Unimarket) | 1. Documented LTS or systems manager acknowledgment that device may not be adequately supported<br>2. Documented end user confirmation that device may not be adequately supported by LTS<br>3. Approval from cardholder's Primary Approver to place order using OneCard<br>4. All above communications forwarded/copied to inone@lehigh.edu and inepro@lehigh.edu prior to purchase<br>5. Above communications uploaded with cardholder receipt in Wells Fargo CCER system |

4. Procurement of Computer Accessories. For computer accessories (displays, mice, keyboards, trackpads, docks, etc.) purchased separately from a desktop or laptop, a purchase order is not required but still strongly recommended. Consult with LTS to ensure device compatibility and support.

5. Ownership. All computers purchased or reimbursed with University funds, including incentive or start-up funds, remain the property of the University until disposed of through the University's E-Waste Program. This includes student devices reimbursed by the University. Following a student's departure, their department is responsible for retaining ownership of the device.

6. Software. All software placed on university-owned systems must be legally licensed. LTS support levels differ for various software programs. See the LTS webpage Technology Purchases for details. If non-supported software causes a conflict with software or network resources used to conduct University business, e.g., Banner, then LTS is authorized to remove it from the computer.

**Fee Structure:**
The dollar amount of fees specified in this document are current as of July 1, 2021. Fees are subject to change over time. Advance notice will be provided to faculty/staff of any fee changes.

*LTS Imaging Fee (currently $35):*

This fee will be applied to all supported operating systems and devices including Windows, iOS, Android, and Linux. This fee will remain as a one-time charge and subsequent annual security fees will continue to be borne by LTS.

*Computer Disposal Fee (currently $25):*

Any computer shall be assessed the disposal fee and is subject to pre-purchase consultation. (Any device that is assessed the LTS imaging fee shall always be subject to the Computer Disposal Fee.)

Exceptions: Telephonic devices or televisions are not subject to the Computer Disposal Fee. Smartphones, printers and monitors/displays are not subject to the disposal fee, but nonetheless still require LTS pre-purchase consultation.