

UMHB COMPUTER PURCHASING AND REFRESH GUIDELINES

PRIMARY, STANDARD-ISSUE COMPUTER

INFOTECH will provide all full-time employees and designated part-time employees with one (1) standard-issue, Windows-based desktop computer and monitor which will be considered the primary computer.

NON-STANDARD-ISSUE COMPUTER REQUESTS

We realize that a standard-issue computer may not work in some situations. If that is the case, the department or college should make a non-standard-issue request. A non-standard-issue request requires approval by the dean or departmental VP and commitment of departmental or other available university funds to cover the additional cost over the amount of a standard-issue computer. Approval of a non-standard-issue system will also be contingent on INFOTECH review for sufficiency to support all job functions.

In some cases, as in the purchase of an Apple computer, INFOTECH will require the purchase of a service/maintenance contract. The requesting department is advised to budget for the ongoing expense of maintaining the contract. INFOTECH will provide “best effort” support on a non-standard system or service that is out of maintenance but will not assume the cost of renewing the contract.

In most cases, a non-standard system that requires repairs must be shipped to a service depot. INFOTECH will supply a standard-issue, desktop computer as a temporary replacement until the system is repaired.

REQUESTING ADDITIONAL COMPUTERS

A request for purchase of a computer is considered an addition to inventory when an older unit is not returned to INFOTECH. The addition of a computer must be approved by the Academic Dean or Vice President and will be charged to the department.

PROHIBITED SYSTEMS

Systems purchased that do not receive INFOTECH approval, are beyond economic repair, and/or that are too old to receive security updates, will be prohibited from connecting to the production network and will not receive INFOTECH support. This is necessary to assure our INFOTECH department can provide necessary support for the item and that the item will not compromise university data or resources. This includes any item that would need INFOTECH support for installation or support such as software, apps, computers, laptops, tablets, monitors, and any peripheral equipment such as keyboards, mice, web cams, headphones, printers, etc.

COMPUTER UPGRADE PROCESS (NOTE – ALL THE FOLLOWING ARE SUBJECT TO FUNDS AVAILABLE)

INFOTECH will perform a CUP (Computer Upgrade Process) each year during the summer months. All standard-issue computers will be evaluated and upgraded or replaced based on the following guidelines:

DEVICE	REFRESH TIMELINE
Primary faculty/staff desktops and laptops	Upgraded or replaced within the past four years on a funds-available basis
Computer lab computers	Upgraded or replaced within the past four years on a funds-available basis
Primary desktops and laptops that are not functioning, out of warranty, and repair is not feasible	Evaluated and prioritized as needed
Standard-issue desktop or laptop that no longer meets the requirements of the user's job	See Non-Standard Issue Computer Requests above
Secondary desktop/laptop and all other devices (Secondary is defined as a computer assigned to a faculty/staff member that already has a primary computer).	No refresh timeline. Dean or Departmental VP must use departmental or other available university funds to replace units.

Note: A computer upgrade is not an addition to inventory. The old computer will be replaced by a new (or newer) computer but not left in the department. INFOTECH will collect the old computer to refurbish and redeploy if possible or eliminate from inventory. INFOTECH will make the final determination in computer deployments.

GENERAL PURCHASING REQUIREMENTS

Prior to purchasing, all technology equipment including peripherals such as additional monitors, desktop printers, and other devices such as tablets, and televisions must be reviewed for compatibility by INFOTECH. Technology purchases must be received by INFOTECH to be tagged as an asset for inventory and tracking purposes.

When making a purchase request, please use the following forms:

[Purchase Requests and Forms - Information Technology](#)

Items purchased using any university funds, including individual grants, remain property of the University and not the individual or department.

Please contact INFOTECH for assistance before moving or reassigning equipment.

The University expects departments to observe relevant software copyright laws; this means acquiring software through legal purchase or license arrangements and preventing any unauthorized copying or use. Each Department will be responsible to assure compliance with these laws.

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