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College of Agriculture and Life Sciences

Best Practice on Purchasing Computer & Tablet Equipment

Effective: August 22, 2019

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Purpose:

This administrative best practice defines the college's expectations for purchasing computer and tablet equipment.

Background:

The College of Agriculture and Life Sciences designs best practices deemed necessary as stewards of university funds. In addition to ensuring compliance with university and college policies and procedures, best practices are intended to ensure efficient use of college resources. As it relates to purchasing computer and tablet equipment, college departments should make every effort to follow the best practice outlined below.

Guidelines and Procedures

The acquisition and configuration of all computers and tablets should be coordinated through CALS IT. This is to ensure that the devices are purchased through the proper channels, include educational or discounted pricing, meets the university security and policy standards, and fulfills the needs of the user. CALS IT will configure the devices with software that are licensed by the university and configure the systems with established standards, so they meet CALS and University IT policies. Users should, at any time, request software installation through the Ag Help Desk. Further, systems must be tagged and entered into the University Inventory system. The initial setup must be done by CALS IT staff as it requires authorization that cannot be granted to end users at the point of installation. The Ag Help Desk staff are very knowledgeable about system configurations and should be consulted on any IT recommendations to save the user time and/or money.