

Desktop Printer

Departments are strongly urged to use their Lanier multifunction copier for printing. If a personal printer is needed to connect to an office desktop/laptop, our current standard is an HP OfficeJet Color printer.

Asset Disposal

All computers purchased with university funds remain the property of the University until disposed of by IT. Failure to return University-owned equipment, software, or data upon leaving the University or at the request of the University may result in legal action or obligate the employee to reimburse the University for the value of the equipment.

A computer that is returned to inventory and no longer meets the minimum configuration is disposed of through a licensed IT asset disposal company.

Contact IT Asset Management

For assistance, please email the IT Asset and Vendor Relations Administrator at Danielle.Morse@scranton.edu.

For more information, visit <https://www.scranton.edu/information-technology/services/asset-mgt.shtml>



INFORMATION TECHNOLOGY

Hardware Purchases and Replacement

A **central microcomputer budget** is in place to fund all computer purchases. Purchases must adhere to University procurement and technology policies and standards, e.g. information security, acceptable use, bid process, etc.

All University owned IT hardware and software should be purchased and disposed of by IT. Personal or departmental credit cards should NOT be used to purchase IT equipment.

All IT hardware and software purchases \$5,000 and greater require a review by IT for approval as stated in the Purchasing Card Policies & Procedures.

Benefits include:

- Discounts and educational pricing from existing contracts, consortiums and agreements
- Quantity pricing (if applicable) and exclusion of sales tax due to the University's tax exempt status
- Utilizing existing site licensed software to save budget dollars
- Compatibility checks for use on our network configuration and desktop setups
- License agreement review for compliance
- Streamlined installations

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Central Microcomputer Budget

The Central Microcomputer Budget Planning process begins each Spring. The IT Asset Management Administrator sends each department a listing of current computer assets for review and to make updates and request replacement computers.

The recommendations from each department serve as the starting point as IT formulates the overall Central Microcomputer Budget for the following budget cycle. The University's Equipment Committee determines the funding available to meet these requests.

IT administers that budget in a way that allows for the maximum number of requests to be approved. Leveraging bulk buying of systems that meet our standard configurations reduces our per system cost. These cost savings mean that we can accommodate more of your requests. Every request is evaluated and prioritized based on need and usage.

Due to the high costs of maintaining and replacing desktop equipment, everyone needs to be conservative in their requests.

Note: Each employee should have a only one system. When IT replaces a computer, the existing computer must be returned.

Timeline

- Labs and classrooms – Summer
- Faculty 4 year replacements – Fall
- Staff – Spring

Due to budget limits, not all requests can be accommodated.

New Faculty or Staff Equipment

New faculty typically receive a computer as part of their faculty contract from the Provost Office. Computers for new staff positions should be planned for and requested during the annual Central Microcomputer Budget process even if the position has not yet been approved.

If a new hire is filling an existing position, the computer used by the last employee in that position will be reconfigured for the new employee.

If an unexpected need arises for new equipment during the fiscal year, contact the IT Asset Management Administrator a minimum of two weeks before employee start date.

Tablet Devices

Tablet devices are generally not considered a suitable replacement for a desktop or laptop computer. Funding for iPads (or similar tablet device) is the responsibility of the department but the purchase itself should go through the IT Asset Management Administrator.

Monitors

Monitors are not always replaced when a new system is delivered. In general, monitors can last a lot longer, but bad/defective monitors will be replaced when needed. A flat panel monitor in good working condition will generally not be replaced.

Network Printer

Departments should use the networked Lanier multifunction copier for network printing provided by Printing Services. Individual departments are responsible for purchasing paper and other consumables for the Lanier copiers in your department.