Computer and Equipment Policy
Purchase, Replacement, Surplus and
Maintenance
College of Humanities
Updated 2/1/2016

The following represents the college of Humanities computer and equipment purchase, replacement, surplus and maintenance policies and procedures.

Access Device, Non-Access Device, and Other Equipment Purchases

The college IT manager will coordinate the purchasing, tagging, recording and distribution of all equipment over the price of $150. The college computer support personnel will assist in these procedures and will make every effort to coordinate with employees when the need arises to work on systems in offices, but reserve the right to enter employee offices without permission to accomplish this work.

A faculty or staff's primary computer is referred to as his or her "access device." All other additional computers are referred to as "non-access devices." According to university policy, the college is given money to replace access devices every four years based on the college Access Device Benchmark submitted to the university. This benchmark provides for one computer per full-time faculty/staff employee, one computer per two part-time faculty/staff employees, and one computer per four student instructors or employees. All access device money will be held centrally in the college.

Additional equipment (including non-access devices) for special projects or other uses may be purchased with funds from the centrally-held college equipment budget, department supplies budgets, or approved faculty research accounts. The dean's office will approve requests for purchases from the college equipment budget and faculty research accounts. Chairs will approve requests for purchases from department supplies budgets. These devices include iPads, tablets, additional desktop computers or laptops and other equipment required to fulfill the work requirements of college employees. It is also appropriate to request money for these devices through the resource planning process during April and May of each year. Special use equipment such as cameras and instrumental measurement systems must be approved by the dean's office. Because the Humanities Learning Resource office (HLR) often has cameras and other special use equipment that can be checked out, employees should first check with this office to see if equipment is already available before requesting new purchases. All purchases for additional equipment will be coordinated with the IT manager.

All equipment purchased by the college, including equipment purchased with research account money, is BYU property and should not be thought of as personal property. As such, equipment (including those used outside an employee's office) must be returned to the university when it reaches its end of life, or when the employee retires or leaves BYU employment.

Replacement Procedures for Access Devices

All computers and equipment replaced through the regular renewal process will be surplussed through the normal university surplus process and repurposed for other campus and church programs. The IT Manager will coordinate this process.

- When a computer on the approved replacement schedule is due for replacement (every four years), the IT Manager will coordinate the purchase with the department or employee. Actual purchasing will be done by the IT Manager.
- The college computing support staff will receive the replacement computer, install university and department approved software, and deliver it to the designated person.
- When the new computer is fully operational, the computer support staff will remove the old computer and take it to the college surplus area where it will be held for three weeks.
- After three weeks the computer's hard drive will be wiped clean and the computer will be sent to surplus.

To provide backup equipment that can be used in emergency situations, several systems will be kept on hand in the college computer support area and in the HLR and may be checked out through support staff personnel.

Replacement Procedures for Non-Access Devices

Non-access devices are not automatically scheduled to be replaced. The IT manager will coordinate replacement directly with each department or employee or through the annual resource planning process.

Replacement Procedures for Printers

The university does not allocate funds regularly for the purchase and replacement of printers. Planning for the replacement of departmental printers should be done through the yearly resource planning process. Personal printers may be purchased and replaced from department supplies or from college equipment funds. Departmental and personal printers should be replaced as each device reaches its end of life cycle. All requests and purchases will be coordinated through the IT manager.

Replacement Procedures for Copiers

Funding for the replacement of copiers should be requested through the yearly resource planning process. Copiers should be replaced depending on end of life usage counts determined for each model. All requests and purchases will be coordinated through the IT manager.

Replacement Procedures for Cameras and Special Use Equipment

Cameras and special use equipment have no set schedule for replacement. The IT manager will coordinate with the department or employee when replacement should occur for these items.