OFFICE OF INFORMATION TECHNOLOGY (OIT)
Policies and Procedures Manual

4.2. Purchasing Computer Hardware Policy

4.2.1. Purpose

4.2.1.1.   To provide an appropriate method for the purchase of La Verne computer technology hardware at the lowest possible price that leverages economies of scale and ensures the hardware obtained meets minimal configuration specifications and warranties.

4.2.2. Policy

4.2.2.1.   The Office of Information Technology (OIT) shall have sole responsibility for purchasing all hardware related to the campus System Replacement Lifecycle.

4.2.2.2.   All non-OIT computing technology hardware purchase requests must be forwarded to OIT for review and approval.

4.2.2.3.   Individual departments are responsible for funding the purchase of new hardware <u>not</u> part of the Institution's System Replacement Lifecycle, such as:

4.2.2.3.1. Technologies for new positions;

4.2.2.3.2. Individuals' secondary/tertiary computers (not authorized to be upgraded as part of the System Replacement Lifecycle);

4.2.2.3.3. Technology to be obtained from grant monies.

4.2.2.4.   Departments that charge their students Computer Lab Fees are responsible for using those monies for the purchase, maintenance, and upgrading of hardware under the sole responsibility and use of the department (such as closed labs, computers connected to run/monitor other systems) and specialized (non-standard) software, as per the *Computer Lab Fees Policy.*

4.2.3. Procedure

4.2.3.1.   The Office of Information Technology (OIT) will purchase computing technology hardware as necessary to maintain the campus System Replacement Lifecycle and ensure functionality of La Verne systems.

4.2.3.2.   Requests for new hardware other than system replacement lifecycle upgrades should be submitted as part of the annual budget request process.

4.2.3.2.   The process for departments wishing to purchase new hardware items using their departmental funds is as follows:

4.2.3.2.1. Contact OIT with details of the desired hardware configuration;

4.2.3.2.1. OIT will bid the hardware according to the desired configuration (or standard configurations if none are provided);

4.2.3.2.2. OIT will create, approve, and forward a Purchase Requisition to the requesting department; and

4.2.3.2.4. If approved, OIT will place the new hardware on the campus System Replacement Lifecycle.

4.2.4 Disposal of Computer Hardware

4.2.4.1   The Office of Information Technology (OIT) will electronically track the physical locations and status of all La Verne computer technology.

4.2.4.2   Departments wishing to dispose of unwanted technology items shall do so by calling in a work order to OIT and informing the Unified Service Desk of the Tag # and location of the hardware in question.

4.2.4.3   OIT will provide the Vice President with a "request to dispose of assets" memorandum detailing hardware to be disposed of.

4.2.4.4   OIT will dispose of items in the following manner, in order of preference:

4.2.4.4.1. Trickle Down: Hardware that has been removed from an office during the annual System Replacement Lifecycle may be installed elsewhere for low-end use where appropriate.

4.2.4.4.2. Selling: All hardware no longer of use to La Verne may be sold wherever possible. OIT will set a fair market price and ensure the hardware is cleared of all pertinent software and data. La Verne inventory tags shall be removed and attached to a "hardware disposal" document, which will be kept on file in OIT. The inventory database will be updated to reflect the sale of the hardware.

4.2.4.4.2. Cannibalizing: Hardware that cannot be sold and can no longer be used in whole, but has useful components, may be cannibalized for those components. Inventory tags shall be removed from the shell and attached to a "hardware disposal" document, which will be kept on file in OIT. The inventory database will be updated to reflect the cannibalization of the hardware.

4.2.4.4.4. Donating: Hardware that cannot be sold and has no useful components will be donated where possible. Inventory tags shall be removed from the shell and attached to a "hardware disposal" document, which will be kept on file in OIT. The inventory database will be updated to reflect the donation of the hardware.

4.2.4.4.5. Trashing: Hardware that cannot be sold, has no useful components, and is not worth donating, will be trashed. Iinventory tags shall be removed from the hardware and attached to a "hardware disposal" document, which will be kept on file in OIT. The inventory database will be updated to reflect the trashing of the hardware.

4.2.5. Approval and Adoption

4.2.5.1.   Approved by the Chief Information Officer and Executive Vice President and adopted effective 10/15/2002.

4.2.5.2.   Modified to require all hardware purchases to be approved by the Office of the CIO. Approved by the Chief Information Officer and Executive Vice President and adopted effective 2/24/2005.

4.2.5.3.   Modified to clarify department responsibility for new hardware funding outside the system replacement lifecycle process. Approved by the Chief Information Officer and Executive Vice President and adopted effective 9/3/2009.

4.2.5.4   Modified to update naming of ULV to La Verne include disposal of computer hardware policy. Reviewed and approved by the Chief Information Officer and Vice President for Facilities & Technology Services and adopted effective 11/1/2017.

4.2.5.5   Updated terminology and technologies and move approvals to the end of document. Reviewed by Senior Directors of Infrastructure and Enterprise Applications, and CIO and adopted effective 7/1/2020.

4.2.5.6   Reviewed by AVPs of Infrastructure and Systems, Enterprise Applications, and CIO with no changes made as of 7/1/2023.