

Purchasing - Technology

The following policies relate to adding network lines, adding additional computers and printers, and computer installations. These policies are necessary in order to control the total College costs related to the support and replacement of the computers and related items and to provide a more timely installation of new computers. Each computer or printer network line incurs costs related to installation, upgrading, support, software licensing, Internet connection, etc. The following policies have been adopted to help control the total costs for this computer support.

Replacing a computer or printer. A new computer/printer purchase is considered a replacement when an older computer or printer is returned to the Department of Information Technology. The replacement of a computer or printer must be initiated by the Division Chair and have appropriate budget funds allocated. It also requires the approval of the Academic Dean, Departmental Directors or their designated representatives.

Adding a computer or printer. A new computer/printer purchase is considered an additional computer or printer when an older unit is not returned to the Department of Information Technology. The addition of a computer or printer must be initiated by the Division Chair and approved by the Academic Dean (academic departments), Departmental Directors or their designated representatives (administrative departments).

Redeployment of computer. To request a redeployment of an existing computer, please submit a request to helpdesk@indycc.edu. **Files existing on the computer will not be transferred.**

Network lines. A Division Chair should contact the Department of Information Technology to request installation of a new network line or for the re-activation of an unused network line. The Department of Information Technology will charge the department the cost of the line installation.

ICC provides each employee with a Primary Office computer that will be replaced on a regular basis. Additional computers, e.g. computers for certain research needs or specialized job requirements, are allowed with the approval of the Academic Dean (academic departments) or Departmental Directors or their designated representatives (administrative departments). Additional computers will not be automatically replaced through the normal annual budget process.

Notebooks. Because notebook computers cost more than desktop systems, the purchase of an additional notebook computer or a notebook computer to replace a desktop unit must be approved by the Academic Dean (academic departments), Departmental Directors or their designated representatives (administrative departments) before the purchase is initiated.

Mobile devices. Purchases of iPads and other approved tablet devices are authorized for College employees who are vice presidents, deans, associate/assistant vice presidents, and associate/assistant deans. Other employees needing such a device must demonstrate the need and purpose for the device and have approval in the form of an email or signed letter from their Academic Dean (academic departments) or Departmental Director (administrative departments) requesting that a tablet device be purchased. Tablet devices are not considered an employee's primary computer and are not part of the replacement cycle used for departmental capital budgeting.

Non-standard systems. The campus computer standards are the Lenovo, HP, and Apple lines of computers. The purchase of any non-standard computer is an exception and requires approval from the Academic Chair and Dean for academic departments or Departmental Director or their designated representatives for administrative departments.

Printers. The standard printer for departments is a high-end laser printer. All printers should be connected to the campus network; every printer should provide printing services for several computers. Non-networked printers will not be installed without approval from the Academic Dean (academic departments), Departmental Director or their designated representatives (administrative departments).

Projectors. The purchase of a display device (projector, flat panel display, etc.) must be initiated by the Division Chair and approved by the Academic Dean (academic departments), Departmental Director or their designated representatives (administrative departments).

Externally funded purchases. Unless otherwise specified in the applicable grant or contract agreement, all computer technology purchased with external funds is the property of Independence Community College, and as such is subject to the ICC computer software, network, support, and disposal policies, as well as ICC software agreements.

Warranty. A three-year warranty is required on all computer and projector purchases.

Software. Departments must contact the Department of Information Technology before purchasing any software. ICC has purchased site licenses and/or volume licenses for many software packages. It is possible that the software you need is already available at no additional cost. 12

All software license agreements/contracts must be reviewed by the Department of Information Technology and the Business Office and signed by the Chief Financial Officer.