



Administration and Finance
Operations Detail: #11-06

FACILITIES PLANNING & MANAGEMENT
FP&M Computer Purchasing Policy
September 7, 2021

1.0 PURPOSE

This document defines Facilities Planning & Management’s internal process for purchasing computer equipment in accordance with the campus [Computer and Mobile Device Policy](#).

The need for this policy has evolved due to hybrid work schedules and new telework agreements and because Information Technology & Institutional Planning (IT&IP) implemented a one computer per person provision in 2021.

This process supports the campus Strategic Plan to routinely assess processes and services to improve efficiency and enhance performance.

2.0 BACKGROUND

FP&M did not have an internal policy to identify computer standards and equipment purchases for new hires, when computer equipment is allowed to be replaced for current employees, and the types of equipment eligible for replacement. This policy will inform FP&M staff of new campus hardware standards, what kind of computer support is offered through IT&IP and how to purchase new and replacement equipment.

3.0 OVERVIEW

Due to the pandemic and staff working remotely, the campus computer standard changed. Beginning with the academic year 2021-2022, the campus will be enforcing a one computer per person policy. Most employees will only have one computer assigned for work purposes. The one computer per person approach provides employees a consistent working environment and reduces campus

expenses. The IT&IP Division planned to implement its first centralized computer purchase/replacement program in Fall 2021. The centralized computer replacement program will place all full-time employees on a computer refresh schedule at no cost to the department. Until this program is rolled out, the requesting department will fund the purchase of new or replacement equipment.

4.0 CITATIONS

[IT&IP Computer and Mobile Device Policy](#)

[Computer and Mobile Device Purchase Portal](#)

5.0 PROCEDURES

Campus computer support and standards are updated by IT Client Services as needed and can be found on the [IT website](#). IT provides full support for standard campus equipment for up to five years.

Equipment older than five years is eligible for routine replacement.

Purchasing Computer Equipment

To conserve scarce budget resources, FP&M will allow staff to purchase the least expensive standard laptop from IT&IP, monitors up to 27", and a docking station with your HEERA Manager's approval through the [campus computer purchase portal](#) or through FP&M's administrative support staff. A chartfield string will be required. All standard campus computing devices include ATI/IT review and approval.

Computer accessories such as keyboards, mice, external devices or disks, and speakers are purchased by the department and available through the [CSUBUY Marketplace website](#).

Custom orders must be justified in writing with a genuine business need or a reasonable accommodation through Employee Labor Relations, ADA reasonable accommodation process. Contact Manuel Montilla, ADA coordinator, at (909) 869-4095 or via email at adacoordinator@cpp.edu. Custom orders require HEERA manager approval, Sr. AVP of FP&M approval, VP of Administrative Affairs approval, and review from the CIO office along with ATI/IT approval.

FP&M provides centralized printers for printing, scanning and faxing. Future acquisitions of individual printers will only be made for employees who print confidential documents and require access control. For employees who currently have individual printers but do not print confidential documents, those printers will not be replaced once the devices are no longer in working condition. Printer purchases also require ATI/IT approval.

6.0 DEFINITIONS

Computer hardware includes the physical components that a computer system requires to function, such as the case, central processing unit, monitor, mouse, keyboard, computer data storage, graphics card, sound card, speakers and motherboard.

A docking station is a device in which a laptop computer or other mobile device may be placed for charging, providing access to a power supply and to peripheral devices like dual monitors.

7.0 CONTACTS

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8.0 REVISION TRACKING

Revision History

Revision Date	Revised by	Summary of Revision	Section(s) Revised
09-07-21	Aaron Klemm	Initial Draft	All
12-04-21	Aaron Klemm	Revision	Procedures

Review/Approval History

Revision Date	Revised by	Summary of Revision	Section(s) Revised