Policies – CUF – Standard Equipment Procurement Policy

Policy Title:	CUF Computer Purchasing		
Policy #:	Policy# (check with legal)	Effective Date:	11/17/2023
Responsible Department:	Advancement Services	Cross Reference:	Use name number with P for a procedure or E for an exhibit
Approved by:	Board; CUF Senior Staff; etc.	Policy Owner:	IT Team

I.   Purpose & Scope of Policy

The Clemson University Foundation (CUF) Equipment Replacement Policy outlines the acquisition, delivery, configuration, troubleshooting, and surplus guidelines for the Division of Advancement. The Clemson University Foundation allocates an annual equipment budget so Advancement staff can perform daily business functions. The IT Team manages a replacement cycle for ordering and replacing standard computing equipment. The policy applies to all Division of Advancement employees.

II.   Definitions

IT Team - CUF's staff for technology resources; Advancement Services - IT Team

CCIT - Clemson Computing and Information Technology. This is the Clemson University IT Department.

Standard Equipment - Computer equipment issued to staff at onboarding; includes laptop, docking station, monitor(s), keyboard, mouse, and necessary cables. All equipment issued is recommended by the IT Team and solely intended for business, not personal use. Excludes iPads, servers (managed by CCIT and/or hosted by vendors).

Warranty - a written guarantee, issued to CUF, that the manufacturer/insurance provider promises to repair or replace it if necessary within a specified period of time.

Loaner - a spare laptop circulating for users who have no other device while their standard equipment is being serviced.

Non-Compliant Equipment - equipment, both hardware and software, that can lead to a breach in data-security, confidentiality, privacy, etc.

III.   Accessibility

CUF commits to ensuring equal access to information and communication technology. Reasonable accommodations including equipment outside the standard recommendations will be made when appropriate.

IV.   Policy

Procurement of Equipment

- CUF is the vendor and owner for standard equipment
- The budget for standard equipment is allocated from CUF's central budget
- IT Team only orders and supports recommended equipment
- IT Team makes the recommendation for standard equipment by evaluating business needs, budget, CCIT standards, and availability
- Recommendations are updated at least annually or if there are major changes in availability.
- Standard equipment is issued to staff as part of their on-boarding process
- Staff will receive one (1) complete setup of standard equipment.
- All serialized equipment is cataloged with date of distribution, warranty, serial number, assigned user, and user's supervisor.
- All computers are purchased with a 4-year warranty for manufacturer defects and includes accidental insurance (1 claim per calendar year).
- Exceptions to any equipment purchases are evaluated and approved by the IT Team
- IT Team accesses and maintains a loaner pool of standard equipment
- Home visits for setup are not allowed
- Virtual sessions or phone calls will be scheduled in lieu of home visits
- Equipment not yet assigned/configured for a user is stored in a secure office on campus
- Non-standard equipment is outside the scope of this policy

User's Responsibilities

- Follow CCIT's policies and procedures for safe computing
- Practice proper handling/care of equipment
- Report issues with hardware and software as soon as possible to IT Team
- Bring the machine, in person, to campus for triaging and/or replacement
- Supervisor's are responsible for collecting machines when staff members vacate their position
- Users that request non-standard equipment (like an ergonomic mouse) must be purchased via the IT Team, obtained through their team/department's budget, and approved by their supervisor

V.   Enforcement

- IT Team will not troubleshoot computers not purchased/recycled through the above process.
- IT Team will respond to the use of non-compliant equipment in the following manner:
  - CUF owned equipment:
    - Confiscation (if required)
    - Necessary reporting to the appropriate entities of Clemson Univerity and Clemson University Foundation (Supervisor, HR, CCIT - Security, etc.)
  - CU owned equipment:
    - Necessary reporting to the appropriate entities of Clemson University (Supervisor, HR, CCIT - Security, etc.)