



POLICY STATEMENT

3 13.00

COORDINATED BY: OFFICE OF BUSINESS AFFAIRS

EFFECTIVE: January 11, 1994

REVISED:

**SUBJECT: PURCHASE OF COMPUTERS AND SIMILAR TECHNOLOGY WITH
UNIVERSITY-WIDE FUNDS**

I. PURPOSE

To set forth a policy to direct how departments and colleges participate on those occasions when computers or similar technology is purchased.

II. DEFINITIONS

The University Computer Committee makes recommendations establishing university-wide standards for hardware and software. These standards apply to all purchases of computers and software, and deviations from them must be justified.

Departments and colleges from time to time purchase computers using budget or grant funds. Such purchases are excluded from the procedure outlined below. However, the Office of Business Affairs will monitor all requests to purchase computer equipment to insure consistency and compatibility with the overall plan of the University.

III. POLICY

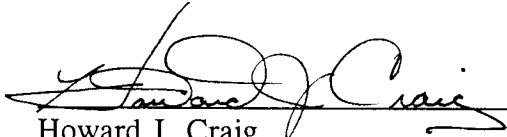
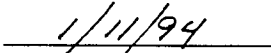
In allocating funds at the university-wide level, the Chancellor may upon the recommendation of the Executive Council, direct that the technology purchased be applied toward a specific objective. The procedure outlined below provides all eligible individuals or units the opportunity to demonstrate that requested technology complies with the specified objective. The procedure is established so that new technology will be distributed fairly and have the desired impact. The procedure describes the process for distribution. All campus equipment is owned by the University, regardless of its funding source, and thus, where justification is made that any equipment should be replaced with equipment purchased for the purpose of supporting a specific application, the old equipment may be re-allocated to areas with greater need.

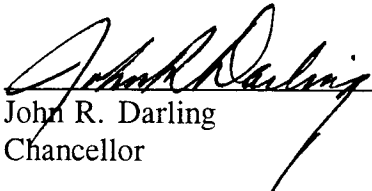

IV. PROCEDURE

1. The Chancellor will announce to the appropriate Vice Chancellors that a specified fund will be made available to support the acquisition of computers or similar technology to accomplish a designated purpose.
2. The Vice Chancellors will allot each eligible unit in their division a specific period of time to prepare a request for new machines.
3. Requests from the unit will document how the new equipment will be utilized to further the purpose designated. The request will follow form CC001, indicating first what equipment currently allocated to the unit pertains to the application(s) designated; secondly, what new equipment is requested; and thirdly, how the new equipment will help the unit achieve the designated purpose.
4. Requests will be forwarded to the University Computer Committee through the department chair and dean or director, each of whom will rank the request relative to all other requests being forwarded and may add further justification for the request.
5. The University Computer Committee will rank all of the requests received by the established deadline and will forward its recommendation for funding the ordered list to the Executive Council.
6. The Executive Council will recommend to the chancellor approval, rejection, or modifications to the University Computer Committee's recommendation. If purchases are approved, the Vice Chancellor for Business Affairs will be responsible for implementing the Chancellor's decision.
 - A. The Vice Chancellor for Business Affairs shall designate someone to develop purchase specifications and shall notify the units approved for new equipment at the time that those specifications are available for review.
 - B. The Vice Chancellor for Business Affairs shall appoint a sub-committee of three members of the University Computer Committee to evaluate the purchase options. Upon receipt of their recommendation, the Vice Chancellor will complete the purchase of the new technology to the extent of the available funds.
 - C. If a unit which is approved to receive new technology has existing equipment which will be replaced, as described in its request, the unit or division may present a justification for its reallocation to the University Computer Committee at the time that the purchase specifications are available for review. The Committee will evaluate these requests and make a reallocation recommendation

to the Vice Chancellor for Business Affairs. The Committee will be guided in its evaluation by the goal of furthering the use of technology across the campus by placing older technology where it will have the greatest impact.

D. The Vice Chancellor for Business Affairs will direct the distribution of the new technology when it is delivered to campus and will at that time reclaim and reallocate replaced equipment as previously determined during the allocation process.

AUTHORIZED:  _____ 
Howard J. Craig
Vice Chancellor for Business Affairs
Date

APPROVED:  _____ 
John R. Darling
Chancellor
Date

Louisiana State University in Shreveport
REQUEST FOR UNIVERSITY-WIDE FUNDING OF COMPUTERS
OR SIMILAR TECHNOLOGY

Department/Unit _____ Date _____

Item Requested _____

1. What equipment is presently being used for work related to the function this item will fulfill?
(Identify equipment by inventory tag number and description)?

2. What additional characteristics does the requested equipment have than that already available?

3. How would the acquisition of the requested item improve this unit's ability to accomplish the applications identified by the Chancellor?

RECOMMENDED BY: _____ Date _____
Department Head

Ranked ___ of ___ _____ Date _____
Dean/Director

Ranked ___ of ___ _____ Date _____
University Computing Committee