



Computer Systems Purchasing Policy

I. Policy Statement

WPI Information Technology (IT) assists WPI faculty, staff, and students with their computer needs including purchasing and maintenance of Computer Systems. This policy describes the process for purchasing Computer Systems with WPI Funds. This policy simplifies administration and support, provides WPI with financial savings through bulk purchasing, and helps ensure proper inventory controls.

II. Scope

This policy applies to all Computer Systems purchased with WPI Funds.

III. Definitions

“**Computer Systems**” means any desktops, laptops, smartphones, or tablets purchased with WPI Funds.

“**WPI Funds**” means grants, professional development or other institutional or departmental funds.

“**End-User**” means the WPI faculty, staff, or student utilizing the Computer Systems.

IV. Policy

A. Process for Purchasing Computer Systems for Research, Teaching or Scholarship Purposes.

Purchases of Computer Systems for research, teaching or scholarship purposes must be approved by the End-User’s department head or cost center manager, provided that – prior to purchase – the Executive Director of IT Infrastructure and Operations is consulted to ensure that IT has the capability to support any requested off-list Computer System. The End-User becomes responsible for supporting the purchased Computer System in the event that IT is unable to do so.

The End-User will notify IT when the Computer System is purchased and provide IT with the necessary information required for IT to inventory the purchase.

B. Process for Purchasing Computer Systems for All Other Purposes.

The End-User should select a Computer System from Appendix A. IT will update this Appendix annually.

If the End-User has a specific need to purchase a Computer System *not* identified on Appendix A, the End-User must obtain prior approval from:

1. The End-User’s department head or cost center manager; and



2. The Executive Director of IT Infrastructure and Operations, who will ensure that IT has the capability to support the off-list Computer System and that the off-list Computer System meets the needs of the End-User.

IT will purchase and inventory the Computer System for the End-User.

C. Time-Sensitive Purchases. For time-sensitive purchases, the End-User must make a reasonable effort to contact the Executive Director of IT Infrastructure and Operations at extension 6765 prior to purchase.

D. Ownership of Computer Systems. Computer Systems acquired using WPI Funds are generally the property of WPI. Ownership of grant or contract funded Computer Systems will be dictated per the terms of the applicable granting document.

E. Return of Computer Systems. All Computer Systems must be returned to IT, or a departmental designee working in coordination with IT, when upgrading to new models, re-allocating to other employees or upon employee termination from WPI. Computer Systems purchased with department funds will be re-allocated to those departments after proper data handling. Computer Systems purchased with grant or contract funds will be returned to the Principal Investigator associated with those funds.

V. Questions

For questions about this policy, please send an email to its@wpi.edu.

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Policy Sponsor: Chief Information Officer

Responsible Department: Information Technology

Effective Date (i.e., date of Presidential Approval): November 19, 2020

Appendix A

List of Computer Systems

Windows 10 or Linux

Laptop:

Minimum spec – 8GB RAM, 8th Generation I5 CPU, 256GB SSD Hard Drive



Dell Latitude 7400



Dell Latitude 7400 2-in-1



Dell Latitude 5290 2-in-1

Desktop:

Minimum spec – 8GB RAM, 8th Generation I5 CPU, 500GB 7,200 RPM Drive



Dell OptiPlex 5060

APPLE

Laptop:

Minimum Spec – 8GB RAM, Quad-Core Processor, 256GB SSD Hard Drive



MacBook Pro

Desktop:

Minimum spec – 8GB RAM, Core I5 Processor, 1TB 5,400 RPM Hard Drive



iMac

Tablet



iPad

(iPad, iPad Pro, iPad Air, iPad mini)