
FUNDING FOR COMPUTER PURCHASES FOR FACULTY AND STAFF (POLICY ON)

Category: Computing and Instructional Technology

Responsible Office: Chief Information Officer

Date Established: 04/20/2015

Date Last Revised: 05/20/2016

Date Posted to Library: 04/01/2016

POLICY SUMMARY

This policy provides guidance on the funding process for faculty and staff with campus-owned computers.

POLICY

Policy Statement

The campus has identified funding for a faculty/staff computer purchase/replacement program. This funding applies to all full-time faculty and staff. New full-time employees are eligible to receive one standard computer through this program (their primary device) which will also be eligible for replacement through the program.

Exceptions: Departments that have only one part-time secretary/staff assistant or a single secretarial/staff assistant line shared by two part-time employees will be granted an exception to the policy – the secretarial/staff assistant line will also be eligible for equipment funded under this policy.

Background

Computers are a necessary component to the work we all do on campus. Therefore, funding of new and replacement computers has been identified by the authorizing bodies of this policy.

Applicability

This policy applies to faculty and staff of SUNY Buffalo State.

Definitions

Computer - A desktop or a laptop computing device

Responsibility

Chief Information Officer

RELATED INFORMATION

Related Links:

[RITE Purchasing](#)

CONTACT INFORMATION

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REVISION HISTORY

Date of change: 04/23/2015
Brief description of edit: Adapted to standard template

Date of change: 05/20/16
Brief description of edit: Editorial changes relating to RITE reorganization.

APPROVAL

Approved prior to 2016