Information on Computer, Software, and Classroom Multimedia Equipment Purchases

2016 - 2017 Budget

Information Technology Services (ITS) budgets for faculty and staff desktop/laptop computer hardware, standard productivity software, classroom projection equipment, multimedia equipment, and instructor computers for classrooms. All computing purchases must go through ITS. Purchases using budget codes or corporate cards will be flagged by the Purchasing Department and the Colgate Bookstore and referred to ITS. ITS cost-shares 50% of some curricular software with departments. If you would like assistance with this process please call us at x7111 or email itshelp@colgate.edu. All requests are considered in light of Colgate’s overall budget. ITS will maintain communication about requested, approved and deferred items through your academic Department Chair or the Director of your administrative department.

Replacing Computing Equipment in Offices and Labs
Replacement cycles for computing equipment vary by equipment type and use pattern. There are times when extending the life of the equipment in place is appropriate, and a few times when accelerated replacement is warranted. You may assume that any replacement computer or printer will be the current make and model that is supported by ITS unless prior request for a specialized unit has been made. Please contact the Helpline or your area’s Technology Support Consultant for assistance if you have special requirements. Refer to the Colgate ITS web site for information about currently supported hardware - [http://www.colgate.edu/offices-and-services/information-technology/getting-help/hardware-standards](http://www.colgate.edu/offices-and-services/information-technology/getting-help/hardware-standards). Any computer hardware request which exceeds these specifications should be reasonably justified in writing. The specifications listed are subject to change during the year.

Computer Inventory
ITS inventories computing and classroom equipment to assure equipment is assigned to the proper contact person or department and to correct other inventory inaccuracies. Budgeting for replacements for departmental equipment depends on the accuracy of the inventory. Please do not reassign computers within your offices without prior contact with ITS - an up to date inventory helps ensure departmental units are up to date and reliable, while surplus items can be recycled for cost savings. Units formerly used by faculty/staff who have left Colgate are reassigned by ITS.

Additional Computers, Printers and Peripherals
Requests for additional computers, printers and multimedia equipment will be scrutinized closely. Additional equipment will need to be fully justified. Priority for these incremental machines will be given to those to be used for curricular needs. Additional peripherals such as scanners, printers or other hardware devices should be itemized and justified. Again, requests
may not be able to be granted in the next fiscal year. Colgate also makes an effort to save resources by consolidating printing, faxing and similar services.

**Computer Software**
ITS fully funds the standard software (i.e. Microsoft Office, Web Browsers, Banner, Utilities) typically installed on all Colgate-owned computers. ITS often funds 50% of curricular software costs when the software has been submitted for prior review during the normal budgeting process. If not submitted at budget time, the department will be responsible for 100% of the cost. A list of standard productivity and curricular software may be found at [http://www.colgate.edu/offices-and-services/information-technology/getting-help/supported-software](http://www.colgate.edu/offices-and-services/information-technology/getting-help/supported-software).

**New Hires**
Determination of new staff positions is not on the same cycle as budget submission. If your department gains a position, you should inform ITS of computer needs as soon as possible after you know a new position will exist, to ensure timely setup of the equipment. Newly created positions should have computing needs budgeted at the time of hire. The department pays for the first computer issued for the position, and any non-standard peripherals. If a position is eliminated, the computer for that position must be returned to ITS and will be recycled to another need within the University.

**Classroom Computing, Projection, and Multimedia Equipment**
ITS continues to equip appropriate classrooms with the resources needed for presentations and instruction using computer technology and multimedia equipment. Requests for classroom instructional technology should be made via a Help Request as outlined above.

If you have further questions about equipment or this part of the budgeting process, please contact ITS at extension x7111 or send an email to itshelp@colgate.edu and you will be routed to your Technology Support Consultant.