A&S Dean's Office Funded Leased and Purchased Computers   **Please read both pages of this 2-page document.**

How do I request an A&S funded computer?

- Submit an A&S Help Desk Ticket to determine if faculty or staff are eligible for a Dean's Office funded computer. Under **"What is the nature of your request?"** choose "A&S Centrally Funded Computer Equipment"**.** Please include employee name and type of computer in your request.
- All orders for leased computers funded by the Dean's Office are processed by the Senior Fiscal & Data Administrator (currently Gail Pascaris)
- Leased computers must be requested by **March 15** to ensure charges are posted in the current fiscal year.
- Approval requests for Apple/non-standard computers must be received by April 1. Contact Gail Pascaris for the DocuSign form via email or by submitting an A&S Help Desk Ticket. Orders should be placed by April 30 to ensure charges are posted in the current fiscal year.
    - Once pre-approved by the Dean's Office, Apple computers are ordered by administrators via buyW&M
    - The Dean's Office will provide ordering instructions for non-standard PCs.
    - Naming convention instructions: Enter the 4-letter department abbreviation, individual name, DO (for Dean's Office) and iMac or MacB or DELL in the Expense ID cell (Example: **GOVT LastName DO iMac** _or_ **GOVT LastName DO MacB** or **GOVT LastName DO DELL**).

How do I know if a currently leased computer is funded by A&S?

- Sign into Request IT with your W&M credentials.
- Choose Department Devices at the top of the page.
- Go to Computers Due for Replacement.
- Click on Service Tag to open new window.
- Under the Service Tag, if you see "This computer is funded by Arts & Sciences", <u>the Dean's Office will contact you when it is time for replacement.</u>

A&S Dean's Office Funded Leased and Purchased Computers

Additional Information

- In general, the Dean's Office provides a standard leased Dell desktop or laptop or up to $1350 towards the purchase of an Apple or other non-standard computer for all full-time staff, T/TE Faculty, and non-visiting Teaching Faculty (formerly NTEs).
    - o To confirm eligibility for a Dean's Office funded computer, submit an A&S Help Desk Ticket. Under **"What is the nature of your request?"** choose "A&S Centrally Funded Computer Equipment"**.** Requests should include primary user and type of replacement computer. The Dean's Office may request additional information regarding current computers assigned to the user prior to approving replacement computers leased or purchased.

- *Regardless of funding source*, **all** <u>**non-grant (7xxxxx)**</u> **computer purchases**, <u>including iPads and other tablets</u>, must be approved by the Dean's Office. Requests can be submitted to the A&S Help Desk.
    - o Justification needs to include primary user, current equipment assigned to them, purpose of new equipment, and funding source(s).
    - o If the request is for a computer outside the standard replacement schedule, an explanation as to why additional equipment is needed is required.
    - o If there are multiple users for a portable device include a description of how the device will be assigned and tracked.
    - o Requests that do not include adequate justification will be denied, so please provide complete justification.

- Desktops, PC or Mac, are eligible for replacement every 4 years. Laptops, PC or Mac, are eligible for replacement every 3 years unless the funding source is HEETF funds then the computer needs to be retained for 4 years. (When purchasing AppleCare for ETF purchases, please note that standard AppleCare is 3 years; <u>there is a 4-year warranty option</u>. Reminder – AppleCare cannot be charged to ETF.)
    - o Leased Dell Computers – list is kept by IT and Dean's Office. The Dean's Office will notify departments when computers are due for replacement and place the order with IT.
    - o Apple/Non-Standard Computer Purchases – The Dean's Office will notify departments when computers are due for replacement. DocuSign form must be completed for Dean's Office tracking. Department orders Apples through buyW&M. Department will be provided instructions for ordering non-standard PCs.

- Keep in mind the following:
    - o A&S Dean's Office funds may be used for only one computer per person.
    - o Whenever possible one computer should be used for both teaching and research. In some cases, the purchase of a second computer used for research may be justified. If approved, this must be purchased with startup, professorship, or department funds.
    - o Office resources, including computers, regardless of funding source, may not be duplicated to accommodate remote work per guidance from COO/ Financial Operations.
    - o Docking stations and extra monitors are paid for with departmental funds.
    - o The Dean's Office <u>does not</u> provide computers for part-time or temporary employees, or adjuncts, visiting, or research-active emeriti faculty. These computers can be provided by the department. Computers used by adjuncts, visiting or research-active emeriti (AVE) can be leased through Request IT.
    - o Additional information and approvals may be required depending on funding source(s) (i.e., Professorship funds, startup, HEETF).
    - o **All equipment purchased or leased is property of the University and must be returned at separation or retirement.**