

IS&T Computer Purchasing Policy

The IT Deployment and Maintenance (ITDMS) team in IS&T has been designated and staffed to support the purchasing and deployment of desktop/laptop computers. By utilizing this team and its procurement and deployment process for the majority of our department desktop/laptop computer purchases, it will allow for a more effective execution and tracking of purchases and deployments, a decrease in duplicated effort and overhead, and economies of scale for greater discounts. It will also allow for decreased turnaround time and improved lifecycle management of workstations.

IS&T Computer Purchases Policy (effective July 1, 2012)

- All IS&T staff will be provided with a laptop by the IT Deployment and Maintenance (ITDMS) team in DITR
 - The system replacement cycle will be every 3 years.
 - For the initial implementation of this policy, staff that have hardware over the 3-year renewal mark should initiate a purchase request at IST-renewal@mit.edu
 - The default system purchased will be the standard configuration offered for that particular platform.
 - Higher end developer systems will be supplied at the discretion of the area AD
 - Current systems can be found at <http://ist.mit.edu/services/hardware/laptops>. These systems can be demoed in E17.
 - The expense of the initial purchase and subsequent renewals will be charged to 1779102, the departmental hardware purchasing cost pool, as opposed to individual area cost centers.
 - The choice of system manufacturers are limited to those used by the ITDMS team at the time of purchase.
- All IS&T staff that need additional desktops/laptops will purchase these items through the ITDMS group using the attached process. This includes shared workstations and test systems.
 - The current process for ordering can be found at <https://wikis.mit.edu/confluence/x/1wDIAg>.
 - The decision of whether an additional desktop/laptop should be purchased will remain within the discretion of the area AD and be based on the needs of the individual and their job function.
 - The expense of any additional purchases will be charged to the individual area cost center
 - The choice of system manufacturers are limited to those used by the ITDMS team at the time of purchase.
- Old systems will be reclaimed by ITDMS when new systems are deployed or when an employee leaves IS&T.
 - Old systems can be purchased for residual value plus the cost of reimaging the system.

Exceptions to the Purchasing Policy

- This policy does not include servers, printers and any specialized technology purchased by the IS&T groups.

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