



Computer Refresh Policy

The Department of English is committed to providing technology to faculty and staff in a structured and consistent manner that fits within the Department's fiscal limitations while meeting the needs of our constituents.

For 2019-2020, the Department has allocated \$15,000 for computer refresh. Allocation will be on a First Broke, First Replace basis. In the case where a machine breaks and the budget has been exhausted, the Department will attempt to reallocate funds in order to replace the nonfunctioning machine in a timely fashion.

The Department will provide up to \$2,500 total for new technology. Software should be purchased through SBS Tech. Tablets are excluded at this time.

Technology purchases should be made through the SBS Ticketdog website and will require prior written approval from the Business Office.

The Department encourages a paperless workplace as well as use of our departmental copiers for printing. If a faculty member needs a printer for work, please see Business Manager.

Eligibility:

- Machine to be replaced must be at least 5 years old.
- Employee must have no other Department owned machine available for use that is less than 5 years old.
- Exception: Machine is less than 5 years old but is no longer a functioning machine and SBS Tech is not able to repair and the warranty has run out.

Policy updated 8/5/19

