

UAR Number: 403.01
Title: Non-MAP Microcomputer Acquisitions
Originator: Associate Vice President for Research
Initial Adoption: 09/10/2010
Revision Dates:
Purpose: To specify the terms, conditions, and procedures under which the University will acquire, maintain, and replace microcomputers not included in the Microcomputer Acquisition Program (MAP).

Procedural References:

Scope (Who Is Covered By This UAR?): Morehead State University faculty and staff.

Description:

The average useful lifespan of laptop and other personal microcomputers is no more than three to four years. After this time frame, most computers are no longer under warranty, and maintenance is expensive and time-consuming. To ensure maintenance and continuity of reliable computer resources, Morehead State University established the Microcomputer Acquisition Program (MAP), which provides (and budgets) for the replacement of computer technology on a regular basis. When a long term need for computers is identified (classrooms, student computer labs, faculty/staff offices, etc), it is expected that a recurring fund source will be identified to allow placement of the unit on the MAP. This ensures that funding will be available to replace the machine after its useful life. Although ideally, all new university computers put into service should be placed on the MAP, this is not always possible. In some cases, for example, one-time funds (e.g., grants, gifts, etc) may become available to purchase a computer (or computers) for specialized uses (e.g., research) without the availability of a recurring internal fund source to allow the computer to be placed on the MAP.

- General Guidelines:**
1. Microcomputers may be purchased from non-recurring fund sources (internal or external grants, gifts, etc.) when necessary to meet limited timeframe and/or other urgent institutional needs (instructional, research, public service). In addition, purchases made be made when hardware is needed to operate specific software programs that computers obtained through the MAP program cannot support, such as some applications with certain athletic film editing programs.
 2. With respect to non-MAP computers acquisitions:
 - (a) All computer purchases must be supported brands/models unless there is a required specification that cannot be met

by the supported manufacturer and is approved by Information Technology.

- (b) Individuals must consult with Information Technology (IT) staff prior to purchase to ensure compatibility with IT support services.
 - (c) Morehead State University's IT staff will provide service to non-MAP computers during the manufacturer's warranty period, according to the priority assigned to non-MAP computers.
 - (d) IT staff will **not provide service after warranty expiration or for non-supported brands/models.**
 - (e) Funding for replacement of non-MAP computers shall be the sole responsibility of the Unit.
3. Non-MAP computer acquisitions funded by grants (internal or external) must be approved by the Associate Vice President for Research.
 4. All other non-MAP computer acquisitions must be approved by the appropriate Vice President.

Approved by: Wayne D. Andrews, President Date: 9/22/2010