Computer Replacement and Management Policy

Medical School Administration | FY20

**Computer Replacement**
For budgetary units included in Medical School Administration, replacement of computers are scheduled and facilitated by Finance. This includes both staff and student computers. Funding for replacement will come from a pooled account.

Units that generate revenue and support their own activity will fund replacement costs from their individual budgets.

**Replacement Schedule**
Desktop workstations are replaced every five years, and laptops are replaced every four years. Units will be alerted at the beginning of each calendar year which devices are eligible for replacement. If the need arises to replace a computer earlier than scheduled, a request for deviation from this policy must be submitted through Pipefy (https://app.pipefy.com/public_form/564409).

When a replacement device arrives, the old device must be surrendered for recycling. Old devices should be brought to Finance (C619 Mayo) and arrangements will be made for HST to pick them up. Any deviation from this practice requires a valid business justification and must be pre-approved.

**Device Management and Tracking**
A master list of Medical School Administration computers will be maintained by Finance, but units are ultimately responsible for all devices assigned to their employees. Medical School devices may contain PHI or other sensitive data, and it is imperative that units carefully track and monitor their devices.

Units shall communicate all changes to Finance, including change of primary device user, location of the computer, and when replacement has been completed. Finance may periodically request information from units to confirm that current usage matches device information on file.

If a device cannot be located, it is the unit’s responsibility to either find it or report its missing status to abuse@umn.edu. The unit may need to file a police report.

Units should appoint a single contact to manage devices in their area.

Last updated: March 24, 2020
**Employee Purchasing of Retired Devices**

Employees wishing to purchase devices that are eligible for replacement and retirement should obtain a fair market value (FMV) through the following sites using the device’s serial number or model information:


The returned FMV should be printed or pdf’d and sent to Finance (Jerian Lind, jrlind@umn.edu) to initiate payment. Sales tax will be assessed on all sales of retired devices. The minimum charge to purchase devices will be $50 plus sales tax. All sales will be billed through EFS and the purchaser will receive an invoice.

Units shall complete the ‘Request to Terminate Support’, which can be found at [https://it.umn.edu/health-sciences-technology-request](https://it.umn.edu/health-sciences-technology-request). An HST tech team member will schedule a time to wipe the device, which will remove any licensed software and operating systems and software. Please see [HST Document for Selling Computers to Employees](https://it.umn.edu/health-sciences-technology-request) for more detail.

**Employees shall be limited to one (1) purchase of a device per three (3) year period.**

**Devices Covered Under Purchase Policy**

Medical School Administration’s standard model is the Dell Latitude 7400¹.

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dell Latitude 7400</td>
<td>983.00</td>
</tr>
<tr>
<td>Laptop Accessory 2 Monitor Bundle:</td>
<td>439.34</td>
</tr>
<tr>
<td>• 2 P2319H Monitors</td>
<td></td>
</tr>
<tr>
<td>• WD19 Dock</td>
<td></td>
</tr>
<tr>
<td>• Keyboard and mouse</td>
<td></td>
</tr>
<tr>
<td>Peripherals:</td>
<td></td>
</tr>
<tr>
<td>• Dell USB Sound Bar</td>
<td>26.99</td>
</tr>
<tr>
<td>• Laptop Lock (Misc)</td>
<td>34.99</td>
</tr>
</tbody>
</table>

**$1,484.32**

The budget for this laptop and the peripherals is **$1,485**. Units requesting anything other than this setup must seek pre-approval through the Pipefy at [https://app.pipefy.com/public_form/564409](https://app.pipefy.com/public_form/564409). A business justification must be provided. Personal preference is **not** an acceptable justification.

¹AHC-IS recommended model as of January 2020

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Last updated: March 24, 2020
Other purchasing guidelines to keep in mind:

- Monitors up to 24” will be considered standard purchase. Larger monitors require a reasonable business purpose and approval from Finance.
- Computers and peripherals will only be covered by pooled funding during a replacement. Any accessories needing replacement in between scheduled replacements will be the responsibility of individual units.
- Printers and other accessories are not part of the pooled process and will remain the responsibility of individual units.
- Any new computer (i.e. one that is not replacing an old device) must be the standard model (Dell Latitude 7400) unless prior approval has been obtained.

**Ordering Process**

1. Go to [http://hub.ahc.umn.edu/ahc-information-systems/request-service-forms](http://hub.ahc.umn.edu/ahc-information-systems/request-service-forms)
2. Select "Request for Purchase".
3. Select employer type "University of MN" (will be prompted to sign in if not already signed in).
4. Indicate which system to order (should be a standard build similar to what the device is replacing).
5. Under "Department for this Request", choose 'MEDICAL SCHOOL-ADM - DEAN’S OFFICE ADMIN'.
6. Complete all other necessary information.
7. Chart string to charge for those covered under pooled account is 1000-11693-20960; all other units should use their normal Operating chart string.