FROM: Tammy Price (Director of Finance); Christine Kiel (Deputy Chief of Staff); Austin Calhoun (OME Chief of Staff)

RE: Capital Improvement Guidelines and Process

Following a charge from Peter Mitsch, CFO of the Medical School, we have created capital improvement guidelines and a related process in an effort to standardize space and equipment across all units of the Dean’s Office (Administration, Research, Clinical Enterprise, Education, Faculty Affairs etc).

Each employee in a unit should be equipped with:

- Sit/stand desks if requested
- The standard computer for the Dean’s Office which includes a laptop, docking station and two monitors
- New carpeting and painting per a maintenance schedule created by AHC Facilities
- A chair that is in working order

If office moves or furniture changes are needed, every effort should be made to reuse, recycle — and to use University vendors first. If your move or capital improvement or equipment purchase is going to be over $100, you should seek approval by the Dean’s delegation committee first. Enter your request via Pipefy and the committee will return a decision as soon as possible. ("https://app.pipefy.com/public_form/564409")
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 every 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 may be submitted to Finance for review.

When a replacement device arrives, the old device must be surrendered to the AHC-IS for recycling. Any deviation from this practice requires a valid business justification and must be pre-approved by Finance.

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.
Devices Covered Under Purchase Policy

Medical School Administration’s standard model is the Dell Latitude 7490\(^1\).

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dell Latitude 7490</td>
<td>$1,275.99</td>
</tr>
<tr>
<td>Dell Dock WD15 w/130w adapter</td>
<td>$136.99</td>
</tr>
<tr>
<td>Dell P2219HC 22-inch Monitor</td>
<td>$169.99</td>
</tr>
<tr>
<td>Dell P2219HC 22-inch Monitor</td>
<td>$169.99</td>
</tr>
<tr>
<td>Soundbar</td>
<td>$31.27</td>
</tr>
<tr>
<td>Dell Keyboard and Mouse</td>
<td>$33.98</td>
</tr>
</tbody>
</table>

$\text{\textbf{\$1,818.21}}$

The budget for this laptop and the peripherals is $\text{\textbf{\$1,820}}$. Units requesting anything other than this setup must seek pre-approval from Finance. A business justification must be provided. Personal preference is not an acceptable justification.

Other purchasing guidelines to keep in mind:

- Monitors up to 22" 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 7490) 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

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\(^1\) AHC-IS recommended model as of August 2018