Centralized Purchasing Basics

**Why Centralized Purchasing?**

All University computers will be put on a 4-year refresh cycle. Not only does this provide the University with current and up-to-date technology, it also brings a considerable cost-savings to Millersville now when we need it most.

**When my equipment is due for replacement when will I be notified?**

Computer replacement is based upon those with outdated or no available mobile device who are teaching online, directly supporting student success and daily university operations. An email with a technology survey will be sent to those due for replacement. Please note that the annual Centralized Purchased is not placed with the vendor until after the beginning of fiscal year in July when funds are released.

- **What if I have recently received a new laptop?**

  If your laptop is less than a year old, respond back to the email with that information and we will move you to the proper section of the refresh cycle.

- **What if I have recently received a new desktop?**

  Everyone needs to be mobile and able to work remotely at a moment's notice. Your desktop will be reallocated to meet another immediate need on campus.

**Laptop Bundle - What is included?**

Only one computing device per employee. Unless otherwise indicated, all laptops will include a standard configuration.

- **Windows:** 15" Dell Laptop, i5 Processor, 16 GB RAM, 256 GB SSD, 4-year warranty, 24" Dell Hub Monitor**, keyboard/mouse
- **Mac:** 13" MacBookPro i5 Processor, 16 GB RAM, 256 GB SSD, 24" Dell Hub Monitor*, wireless keyboard/mouse

  **The hub monitor includes the laptop docking station; a larger conference monitor is available in lieu of 2 monitors.

This device becomes your primary device for use on campus as well as any remote work as per PASSHE policy, with the understanding that staff and faculty will bring their MU issued laptop to/from campus. Users will not be issued multiple workstations.

Each University-owned device will be safeguarded with multiple layers of cyber-security measures.

*Subject to change without notice.

- **Why a laptop?**

  As per University Cabinet, a laptop/monitor/keyboard/mouse bundle is now the standard "desktop" for any new computer workstation purchase. This ensures the continuity of operations plans as well as allowing users to work remotely and be mobile at a moment's notice.

- **Can I have a secondary monitor?**

  One external monitor comes standard with the Laptop Bundle, however, if you require a second monitor your department must cover the cost and provide IT with the departmental cost center. The second Dell monitor is 24" with a 4-year warranty - this monitor is not a hub monitor and does not include the docking station.

- **Can old monitors be used as a second monitor?**

  Generally old technology does not work well with new technology. Oftentimes additional cabling is needed to attempt to make the older monitor work with new technology. New monitors have a 4-year warranty that follows the computer.

- **What about a docking station?**

  The docking station is built into the 24" Dell Hub Monitor; no need to purchase model-specific docks.
New Equipment Needs

What about new equipment for new hires/new positions/interim positions?

- For new hires replacing those in existing positions, the user will inherit current equipment and it will be reviewed by the IT Department to determine usable life based upon warranty status and age.
- For a new position at the University, the IT Department will provide appropriate equipment if available, otherwise additional technology will be acquired. The user will then be placed in the appropriate Yearly Replacement Cycle.
- Employees acting in interim positions will use the equipment of the open position during their tenure.

I am going to work from home, what is the process for getting equipment to work at home?

Please note the Remote Work and Flexible Scheduling Policy, Workspace and Equipment section.

- Workspace and Equipment #22. Prior to approving a hybrid schedule, both the requesting employee and the department lead must ensure that the employee can access all necessary systems remotely to allow them to continue to perform their duties without limitation or interruption.
- Users with portable devices should transport that equipment home when working remotely; users without portable devices should use home equipment to access a Windows 10 desktop via a virtual desktop (IT Remote Resources).

What about a loaner laptop? How long can I use it?

Loaner laptops are available through the IT Help Desk. Loaner laptops are not permanent solutions to workstation needs or serve as someone's "work-from-home" second set of technology.

- Short-term Loaner: may be loaned for a 2 week maximum.
- Long-term Loaner: may be loaned for a 4 week maximum or longer under special circumstances.

Contact the IT Help Desk with your request: IT Help Desk Self-Service Portal

I still need an additional workstation; how do I proceed?

Go to the IT Help Desk Self-Help Portal and submit a request: IT Help Desk Self-Service Portal
Current Equipment

What happens with my Current Desktop?
The user’s current computer will be collected by the IT Department and it will be determined if there is any usable life in the device. It may be used to meet the needs of the University in another department (i.e. Student Workers, GA’s, Adjunct Faculty, etc.) or the unit will be sent to surplus for recycling.

What happens to faculty computers that are upgraded? Why can’t they be used for student workers in the department, like in the past?
All computers that have been replaced will be collected and reviewed by the IT Department. Those that are deemed usable will be reassigned where the need is the greatest across campus.

Why can’t we keep old equipment? Why must it be sent to surplus?
Out-of-date and obsolete equipment are security risks and must be removed from the University network and sent to surplus. These devices have operating systems that no longer accept updates, cannot update applications/browsers and cannot be repaired when hardware fails. Out-of-warranty computers cannot be repaired when hardware fails. Form for sending equipment to surplus: REQUEST FOR MOVING, DISPOSAL, OR SURPLUS EQUIPMENT

What happens to laptop when someone leaves the University?
Laptops must be returned to IT when an individual retires or is separated from the University. They may not be taken home.

What about the purchase of peripherals and additional technology?
All technology related purchases of peripherals/accessories must be approved and purchased by the IT Department, regardless of the funding source. These items should not be purchased via Purchasing credit card. For more details see: Computer Ordering Information - Faculty & Staff

What about accidental damage to equipment?
Accidental damage is not covered under standard equipment warranty. Devices with damage that are deemed repairable will be repaired by Dell Depot Repair and the cost will be covered by the department.