Office of the
Associate Provost for Information Resources

Procurement and Ownership of Technology Equipment

I. Ownership

All technology equipment purchased by the College is owned by the College.   Technology purchased by the Research Foundation is owned by the Research Foundation.   Technology equipment may be assigned to a department or faculty or staff member while he/she is employed by the College; however, the College or Research Foundation retains ownership.

Campus Technology Services is responsible for maintaining custodial records of all inventoried technology equipment and related peripheral equipment on campus, including the person/department to which the equipment has been assigned. Please contact the Help Center at thc@cortland.edu to have a ticket submitted before the equipment is moved, at least two weeks in advance. Only staff from Campus Technology Services may transfer technology equipment from one space to another.

II. Procurement of New Technology Equipment

a. Standardization of Computer Hardware

On April 21, 1998 the President's Cabinet approved standardization of computer hardware purchases. Standardization allows the college to efficiently select and manage technology, obtain better technology pricing, reduce maintenance costs and increase access to training and assistance.   Those standards are re-evaluated periodically and based on common needs, vendor offerings, cost, reliability, supportability, quality, sustainability, and compliance with recycling policies.   Therefore, Information Resources has created a standard hardware platform for Macintosh and Windows systems.   The hardware vendor is chosen based on proven performance record and current state contract. Since 1998 the College has standardized on Dell computers for the Windows platform and Apple computers for the Macintosh platform.   Other computer platforms may be purchased with the approval of the Associate Provost for Information Resources.   Limited support is provided for other computer platforms.

b. Procurement of Technology

In addition to following the SUNY Cortland Policy for Use and Care of University Procurement Card, all networked devices (desktop, laptop, or tablet computers, and printers) and non-networked devices (mice, keyboards, external devices) must be approved by the department head, dean or associate vice president, and associate provost for information resources.   Users make a request for equipment to Information Resources via the hardware/software online request system in myreddragon. Replacement funding for this technology equipment and/or recurring maintenance costs (if necessary) should be planned at the time of procurement.   Campus Technology Services staff will evaluate/review technical specifications for the equipment requests.   The Campus Technology Services staff does not support equipment that they did not review, procure, or approve prior to purchase.

c. Technology Lifecycle

The college lifecycle for desktop and lab computer/workstations is four to five years.   Areas that require more contemporary technology may receive new computers more often than every four to five years.   These locations are to be established in consultation with Campus Technology Services and

identified on the inventory/replacement schedule.   The minimum timeframe for computer use in an initial location is three years. Shorter initial uses may be accommodated in unique situations but require the approval of the associate provost for information resources and department chair.

d. Faculty Desktop Replacement Program

A list will be created in the fall semester by Campus Technology Services, one for PC users and one for Mac users, that identifies faculty who qualify for a replacement computer in that budget year. Information Resources will also determine the desktop/laptop replacement standard for faculty to choose from.   Notifications will then be sent to faculty regarding their eligibility and they may place a request for a replacement computer.   Non-standard platforms may be requested by sending written justification to the associate provost for information resources.

e. Research Foundation Purchases

Technology equipment purchased with funds from the Research Foundation is owned by the Research Foundation. Replacement funding for this technology equipment and/or recurring maintenance costs (if necessary) should be planned at the time of procurement.

Requests for technology equipment that will be funded by the Research Foundation must be approved by the department chair, dean, assistant vice president of research and sponsored programs and the associate provost for information resources.   Users may make a request for equipment to the Research Foundation Fiscal Officer.   Once approved, the RF Fiscal Officer will coordinate the request and procurement of the equipment with Campus Technology Services. Requests for new equipment will be made via the on-line hardware request system found in the Tech Help tab of MRD.   Once submitted, the Campus Technology Services staff will evaluate/review technical specifications for equipment with final approval by the Associate Provost for Information Resources.

III. Reassignment/Disposal of Technology Equipment Being Replaced

When technology equipment is replaced or reassigned, the equipment in question must be returned to Information Resources. The equipment cannot be passed from one user to the next without being formally reassigned.

Campus Technology Services will evaluate returned technology equipment to determine its remaining life and appropriateness to be reassigned on campus.   Technology equipment that does not meet reassignment standards will be disposed of in compliance with the SUNY Cortland Disposal Policy.

Technology equipment that is deemed appropriate for reassignment may be reassigned to an individual within the department that funded the original purchase.   However, the technology equipment must first be returned to Campus Technology Services in order for the hard-drive to be wiped and re-formatted.

For more details, please see the Reassigned Technology Equipment Policy.

IV. Lost/Stolen or Damaged Computer Equipment
Employees are responsible for all SUNY Cortland technology equipment assigned to them.

Should loss, theft or intentional damage of technology equipment occur, the employee must report the incident immediately to the following areas:

1)   Local police authorities– if the incident did not take place on-campus or any SUNY Cortland affiliated building, you must contact the local authorities first in which the incident occurred.

2) SUNY Cortland University Police – (607) 753-2111, if after HelpCenter hours, they will contact the appropriate Campus Technology Services Technical Staff to determine if the equipment can be located or should be wiped to protect system.

3) Help Center – (607)-753-2500, during regular hours, so that the appropriate Campus Technology Technical staff member can be contacted.

Negligence – In cases of negligence, the employee or their department will be responsible for any costs incurred for either a repair or replacement.

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