

## Financial Services IT Equipment and Replacement Plan

### Equipment Categories, Lifecycles and Factors

- Staff Desktop/Conference Room PC = 4-7 years (Factors: Usage, Reliability)
- Staff Laptop PC = 4-6 years (Factors: Usage, Condition, Reliability)
- Tablets (iPads, Androids, etc.) = 3-10 years (Factors: Manufacturer support, Condition)
- Point of Sale Registers = 3-4 years (Factors: Warranty, Condition, Reliability)
- Desktop LCD/Conference Room Monitor = 7 - 10 years (Factors: Condition, Reliability, Energy Usage)
- Cell phones = 0 - We follow Weber State University (WSU) policies to give stipends and partial purchase price reimbursements for new phones purchased by the employee with a limit of every 3 years. These require contracts between the employee and WSU.
- Server = 5 - 10 years (Factors: Virtual/Physical, Reliability, Usage)
- Copiers = 8-10 years (Factors: Condition, Usage, Reliability, Lease/Owned)
- Network/Office desktop printer = 5-7 years (Factors: Usage, Reliability)
- Miscellaneous Peripherals = 1 – 10 (Factors: Manufacturer and Software Support, Condition)

### Evaluation

Evaluations are performed by IT staff of equipment based on these:

- Usage
- Configuration: Processor Year/Generation, Memory Size/Limit, etc.
- Purchase Date
- Support/Updates Availability
- Unique Factors to the equipment's category

### Inventory

IT staff will inventory all IT assets as per WSU policy.

### Management

All equipment managed by this plan is controlled by WSU policy and undergoes these processes:

- Input into WSU Asset Management System on completion of Operating System installation
- Equipment will be transferred in the WSU Assent Management System when physically moved from one location to another either internally or externally.
- Each position is issued one primary workstation and any secondary device(s) will be issued with approval from the Director of the department the position resides and the IT Director.

- Equipment is tied to the position and not the employee. Exceptions are made based on situation and need.
- Replaced/Inherited equipment that has not reached its end of life will be evaluated and may be either placed back into use to finish its lifecycle or be sent to surplus for disposal.
- Broken equipment may be repaired to be redeployed to finish out its lifecycle. This will be evaluated on factors based on the equipment's category including aesthetics.

### **Retirement**

On equipment lifecycle end, performed by IT staff, it will undergo these processes:

- IT staff will follow all WSU policies regarding retirement of WSU assets/equipment.
- Reclamation of software licenses, if any.
- Reclamation of added peripherals/specialized components not yet at their lifecycle end.
- Equipment transfer in the WSU Asset Management System to Surplus department.
- Depending on the transfer reason the it may need approval at a Vice President level.
- Equipment physically moves to Surplus department for disposal or repurposing.

### **Stolen/Missing**

IT staff will follow WSU policy when equipment has been verified as stolen or missing.

### **WSU Policy**

Any conflicts between this document and WSU policy will be superseded by WSU policy. IT staff will follow all applicable WSU policies relating to equipment management, use, and disposal.