

## **STANDARD OPERATING PROCEDURE-POLICY**

### **COMPUTER PROCUREMENT**

#### **SCOPE/APPLICABILITY:**

Applies to all regular faculty and administrative staff within the OB-GYN Department.

#### **PURPOSE:**

To describe how all computers are to be purchased and the standard frequency of department-supplied computers.

#### **DEFINITIONS:**

- A computer includes all desktops, laptops, tablets or other similar devices.
- Computers have a useful life expectancy of five years after which the computer will be considered obsolete.
- All computers regardless of how purchased or funds used are UNM Inventory and will remain with the department if the user separates from the department.

#### **PROCEDURE:**

- Computers are purchased by the Finance Team.
  - Generally, a PCard is used to order through LoboMart.
  - Occasionally the purchase may be through the UNM Bookstore.
- The allowable computer vendors are Dell or Apple per UNM's procurement contracts.
- Standard configurations will be provided by OB-GYN IT.
  - In general, all department-supplied computers will use standard configuration.
- Department-supplied computers require the Department Administrator's approval prior to purchase.
- Department-supplied computers that have become obsolete or have experienced a catastrophic failure (to be determined by OB-GYN IT) will be replaced with an available replacement from existing inventory. If no such inventory is available a new standard configuration will be purchased.
- All computers must be imaged by OB-GYN IT for configuration to HSC standards.

#### **FACULTY:**

- New faculty will be supplied a new computer paid for from department funds.
  - OB-GYN IT will work with the new faculty to select a standard configuration available at the time.
- At any time, all faculty with available FOM funding may submit a purchase request to the Finance Team if they have need of an additional computer or non-standard configuration.

#### **STAFF:**

- Administrative staff will be assigned a department-supplied computer.

*This information is a guideline and should not be considered as inclusive of all proper treatments or methods of care or as a statement of the standard of care.*