



# Texas Wesleyan University Information & Communication Technology

## Hardware Replacement Policy

This document defines policies and procedures for replacing university-owned technology hardware.

### Policy

TW wishes to ensure that technology resources on campus are adequate and able to perform all necessary functions. Additionally, TW desires to place the best available hardware technology in the area of greatest identified need.

### Requirements

Departments may budget for and request replacement hardware items. Departments must surrender the item being replaced prior to the installation of the new hardware item.

### Procedures

1. Deans and Departmental Supervisors send a request to their employees asking them to identify hardware items in need of replacement each Fall semester.
2. The Provost Council reviews the list of hardware items belonging to academic departments and places them in rank order for replacement.
3. The Vice President of Finance and Administration reviews the list of hardware items belonging to administrative departments and places them in rank order for replacement.
4. The Vice President of Finance and Administration and the Provost hold a meeting to determine the final rank order for replacement for all identified hardware items.
5. The technology budget is finalized and the departments are able to purchase specifically approved replacement items.
6. The hardware items are delivered to ICT for asset identification and management and current software configuration.
7. A work order for replacement is created by the ICT Help Desk.
8. The item to be replaced is removed and returned to ICT. Then the item to be delivered is taken to the appropriate location by the assigned technician (i.e., one-out, one-in).
9. The returned items are reviewed for functionality; usable equipment is redistributed to areas of greatest need (as identified by the combined technology priority lists); obsolete equipment is properly disposed of according to EPA guidelines.