

Computer Applications & Services Department

Computer Equipment Purchase & Support Policy Mississippi Agricultural Forestry & Experiment Station

Updated April 2007

The Computer Applications & Services Department has been charged with providing hardware service and software support for all off campus MAFES units. The department exists to serve the hardware, software, and technology training needs for all of the MSU Extension Service and all of the MAFES branch stations. In order to be able to provide the best quality of service in the most time efficient manner possible, established computer hardware and software standards must be followed for all hardware and software purchases. All computer, computer-related equipment, and/or software purchases made with regular budgeted MAFES funds must adhere to established hardware and software standards and be purchased through the Computer Applications and Services Department (CAS) in the Bost Extension Center. Hardware and software standards will be reviewed on a regular basis a representative advisory committee to establish the best hardware and software standards possible within the budgeting limitations of MAFES and MSUES.

If a unit chooses to purchase computers, computer related-hardware, and/or software with funds other than regular budgeted MAFES funds (i.e. county, departmental, special project, research, overhead, district, or other funds) and wishes to have the Computer Applications and Services Department provide hardware and software support as well as licensed software at significantly reduced prices (Symantec Anti Virus, Windows XP, Windows Vista, MS Office 2007 - Word, Excel, Access, & Power Point) the unit should work through the CAS department to purchase the equipment following the established hardware and software standards. Where possible, it is preferable to have the CAS department make the actual purchase using the appropriate account so that warranty repairs can be handled more efficiently. Market conditions and supplies change daily and frequently joint purchases can be made saving significant dollars for the unit or units involved. If equipment that meets the established standards is not purchased through the CAS department then the purchased equipment should be sent to the CAS when it arrives for standard setup and to have site licensed software loaded on it prior to being used. The Computer Applications and Services Department cannot support computer, computer-related equipment, and software that does not meet the established hardware and software standards.