

MSU Extension Service
Computer Equipment Purchase & Support Policy
Updated April 2007

The Computer Applications & Services Department (CAS) has been charged with providing information technology support for all units throughout the MSU Extension Service. The department exists to serve the hardware, software, and technology training needs for all employees of the MSU Extension Service. 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 MSUES 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 are reviewed on a regular basis with input from a representative advisory committee to establish the best hardware and software standards possible within the budget limitations of MSUES.

If a department or unit chooses to purchase computer, computer-related hardware, and/or software with funds other than regular budgeted MSUES funds (i.e. county, departmental, special project, research, overhead, district, or other funds) and wishes to have the Computer Applications & Services Department provide hardware and software support as well as copies of licensed software (Symantec Anti Virus – SAV and Microsoft Office – Word, Excel, Access, & PowerPoint) the established hardware and software standards must be followed. It is strongly recommended that units contact Computer Applications & Services for the latest specifications and preferably allow CAS to purchase the equipment so that any warranty claims can be handled in the most time efficient manner possible. Market conditions and supplies change almost daily and frequently joint purchases can be made saving significant dollars for the units involved.

In that counties cannot actually buy equipment through the Computer Applications & Services Department, it is especially important that they contact Computer Applications & Services for the very latest specifications and best pricing information prior to making a purchase. Established standards and specifications must be followed if the county office wishes to have CAS provide hardware, software, and software support.

Newly purchased equipment that meets the established standards not purchased through CAS should be sent to the Computer Applications & Services Department for standard setup and loading of the regular site licensed software prior to being used. The Computer Applications & Services Department will only support computers, computer related equipment, and software purchases that meet the requirements for support as established by Information Technology Services as a campus standard. In most cases it is not cost effective to repair equipment that no longer meets the ITS standard and serious consideration should be given to replacing equipment that is four years old or older.