

# Requesting Technology Resources Procedures and Information

## General Information

- TJC provides full-time faculty and staff one college-owned computer with a campus-standard package to facilitate job responsibilities.
- Planned computer equipment purchases are funded from the college's Technology Fund.
- Computers will be replaced on a three-, four-, or five year basis, depending on the specific use of the computer.
- The Information Technology department will provide replacement plans based on campus-wide needs in conjunction with requests from campus departments.
- The replacement plans can be revised during the planning and budget cycle if necessary.
- The Information Technology department will budget and plan for the replacement of computers, therefore individual departments do not need to budget for computer replacements.
- Computer equipment purchases using departmental budgets are not allowed except for equipment listed on the Approved Peripheral Equipment List published by the Information Technology department.
- Computer equipment purchases using grant funds are allowed.

## Request Criteria

- All requests must be made using the Computer Hardware/Software Request Form.
- All requests must include justification.
- All requests for an upcoming fiscal year must be submitted by March 31<sup>st</sup> of the current fiscal year.
- All requests must be coordinated with and approved by the Information Technology department
- All requests are prioritized by the Information Technology department based on campus-wide needs.

## Approval Process

- All requests must be approved by (1) the provost for instruction or (2) appropriate vice president.
- All requests to expand current lab facilities or create new lab facilities must be approved by the provost for instruction and then follow Technology Resources Committee processes
- Requests for peripheral equipment must be coordinated with and approved by the Information Technology department
- All non-standard software and hardware requests must be approved by the Information Technology department

## Computer Lab Software

- Software in campus computer labs is typically installed during the summer months for the upcoming instructional year. In order to accommodate this effort, all software installation requests for the upcoming instructional year must be submitted to the Information Technology department by April 1 of the current fiscal year.
- Faculty/staff requesting software installations in campus computer labs must follow the Computer Lab Software Installation Procedures and Guidelines document.
- Software installation requests submitted after March 31<sup>st</sup> that required significant efforts to implement will be escalated to the provost for instruction and chief information officer.

## Peripheral Equipment

- Purchases of peripheral computer equipment from departmental budgets are allowed under the following conditions:
  - Purchases are coordinated with and approved by the Information Technology department
  - Equipment is selected from the current Approved Peripheral Equipment List published by the Information Technology department
  - All equipment components must connect externally to the PC device
- Peripheral computer equipment for faculty/staff offices includes printers, image scanners, flash drives, etc.



Computer Hardware/Software Request Form

Instructions:

- 1. Complete top section of this form.
2. Print and sign completed document.
3. Secure appropriate signatures.
4. Send completed form to Information Technology department.

Requestor's Information

Name Department
Contact Number TJC Email Address
Installation Due Date Requested

End User Information

Faculty/Staff Adjunct Faculty Part-Time Employee Student Employee Classroom Computer Lab
Departmental Other

Name Department
Equipment Location Multiple Users Sharing Single Computer? Yes No N/A

Equipment Requested

Desktop Computer Laptop Computer Data Projector VoIP Phone (Faculty/Staff) VoIP Phone (Administrator)
Blackberry Other (Provide information in area below or attach separately)

Software Requested (Non-Campus Standard)

Justification - Hardware/Software (Provide information in area below or attach separately)

Funding Source (Required for all software requests)

Fund Organization Account Program

Signature Requestor Date Approval Department Chair Date

Approval Dean / Director Date Approval Provost / Vice President Date

RETURN COMPLETED FORM TO INFORMATION TECHNOLOGY DEPARTMENT

Received by Date

Approved by Date