

VIRGINIA MILITARY INSTITUTE  
Lexington, Virginia

GENERAL ORDER)  
NUMBER 29)

26 August 2021

**Desktop Computer Replacement Policy**

**1. Purpose:**

The Desktop Computer Replacement Policy establishes rules for computer replacement due to technology obsolescence and centralizes computer purchases. Technology obsolescence includes but is not limited to the inability to upgrade the operating system and/or software programs and the practicality of repairing and/or replacing parts, etc., as determined by the IT Department for all personal computers. The benefits of the replacement policy are to:

- 1) Maintain the level of computer hardware technology in all areas of the Institute;
- 2) ;
- 3) Create a more efficient maintenance and installation procedure; and
- 4) Improve manageability of computer assets on Post.

Centralized personal computer purchases allow all departments the opportunity to upgrade equipment on an Institute-wide level. New employee or mid-cycle computer acquisitions and peripherals will be purchased from departmental or other available funds.

**Notebook, laptop, or tablet computers are included in this policy when the user does not have a traditional, desktop computer.** All other notebook, laptop, and tablet computers are outside the scope of this policy.

**2. Policy Outline:**

- A. Replacement computer purchases/leases are budgeted and purchased through the IT Department. All computers and laptops are purchased with a 5-year warranty; Mac devices are purchased with no warranty. Individual desktop replacement computer purchases by departments are prohibited.
- B.

time.)

- 1) Any acquisitions other than the standardized model must be justified by a written proposal to the Director