# ORYMCA Computer Equipment Purchasing Policy

**Purpose:**
The purpose of this policy is to outline the process by which Ozarks Regional YMCA (ORYMCA) acquires, replaces, and disposes of computer hardware equipment as well as the purchasing of personal computers and laptops for staff.

**Scope:**
This policy applies to all full-time and part-time employees and to the purchase of all computer equipment issued by ORYMCA.

**Computer Equipment Purchases for ORYMCA**
All computer equipment purchases must be coordinated with the IT Department and the Chief Operations Officer through the Web Portal, on www.orymca.org, before any purchases are made. The Chief Operations Officer and IT Department will have to approve the request. Any equipment purchased outside of this means will not be supported and must be returned from where it was purchased. We will not credit and/or pay your CC account if there is an equipment purchase on the statement, you may also be written up. The IT Department will coordinate with the Executive Directors to make sure the proper equipment is purchased for each job.

**Computer Equipment Received via Grants or Gifts:**
Departments receiving computer equipment as gifts from individuals, corporate sponsorships, and grants must work with the IT Department before accepting equipment donations, and or ordering equipment. Equipment gifts will be reviewed to ensure that the gift may be utilized in the ORYMCA environment and that ongoing support can be provided.

**Computer Replacement Cycle:**
Full-time and approved positions will be assigned one primary computer. The computer assigned to a user as their primary system will be the machine covered under the computer replacement cycle. Those users with non-primary computers may either be upgraded out of the IT Department computer redistribution pool or by other departmental funds.

**The general guidelines for replacement of primary systems are:**

1. Full-time staff: Four years from the date of computer assignment
2. Computers needed for part-time staff, temporary positions, and machines needed for projects or other temporary uses will be furnished out of the IT department redistribution pool of computers.

Computers that are part of the IT Department computer replacement cycle will be replaced with a new standard computer. The IT Department will also cover the costs of a new standard machine requested for a newly created position.

**Standard Computer Configurations:**
A standard configuration will be established by the IT Department and Executive Directors on an annual basis. Any upgrades to the hardware configuration beyond the scope of the standard configuration will be charged to the requesting department.

Executive Directors will receive a Windows Laptop and all full-time staff will receive a standard Windows desktop unless justification for an upgrade can be provided and approved by the respective Executive Director, and Chief Operations Officer. If equipment other than a Windows desktop is approved by the Chief Operations Officer, any monetary difference will be paid by the respective departmental funds. Any staff replacement personnel will inherit the computer used by the previous holder of that position, unless that computer was purchased or has been in use for four years.

**Standard Software Installations:**
Standard software on machines will include:
1. Current supported version of Windows OS operating systems
2. Current supported version of Microsoft Office Suite for Windows
3. Antivirus software
4. Runtimes
5. Internet browsers

## Additional Peripheral Devices:

Standard desktop configurations for PCs a CPU, monitor, keyboard, and mouse.

Standard laptop configurations for PCs will only include the laptop.

External monitors may be supplied depending on availability in redistribution. Laptop setups do not include carrying cases, docking stations, and monitor stands. If the department would like a docking station and or external monitor they must put in a request via the Web Portal for the equipment.

## Follow this process to purchase a new equipment:

1. Purchaser sends request through web portal on ORYMCA Staff Resource Website.
2. IT and the COO will approve or deny the request.
3. If approved IT will create a purchases ticket and will email the purchaser once the order has been placed.
4. Once the computer is ready for pickup, IT will contact the purchaser to coordinate the pickup and installation of the new computer.
5. Upon machine pickup, purchaser sign a copy of the completed paperwork for the IT Department to keep to finalize transfer of ownership.

## Additional Questions:

All Questions can be emailed to IT@orymca.org  or you can contact the IT Department by phone at 417-862-8962 ext 2121.

| Policy Revision History | | | |
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