

GUIDELINES FOR PURCHASE OF COMPUTER HARDWARE, SOFTWARE, PERIPHERALS AND MOBILE COMMUNICATION DEVICES

College of Humanities, Arts, and Social Sciences

CHASS faculty and staff are provided with computing tools as needed to perform their work. The norm for employees' computing is a desktop or laptop computer; however, there are circumstances when it may be appropriate to assign additional peripherals and mobile communication devices (e.g. smart phone, netbook or notepad computer) in addition to, a desktop or laptop computer.

In order to ensure compatibility with UCR network and administrative computing configurations; optimize the costs and fulfill the computing performance needs; anticipate the need of support from CHASS College Computing (C3) to schedule installations; reduce system failure risk and the maintenance costs; CHASS faculty and staff are strongly recommended to consult C3 before purchasing any technology that will be owned by UC, including but not limited to, computers, software, peripherals, and mobile communication devices.

Working with C3 on technology purchases allows C3 to offer guidance on the technologies that C3 supports, and creates an opportunity to work around potential issues ahead of time.

Computer Hardware Purchase General Guidelines

Please contact James Lin james.lin@ucr.edu x2-5031 before issuing purchase order. James Lin will assist faculty and staff in optimizing the funding with best configuration and quality support.

Software Purchase General Guidelines

UCR Computing & Communications has been working with other UC campus to achieve the best prices for widely used on campus in instruction and research. There are two types of software licensing: site licensing and individual licensing both provide with significant discount prices.

1. Site licensing: login to <http://sitelicense.ucr.edu> to find the detailed software licensing programs.
2. Individual licensing: login to SHI <http://www.ships.shi.com/go/ucriverside>

Please contact James Lin james.lin@ucr.edu x2-5031 for assistance.

Peripherals Purchase General Guidelines

Please contact james.lin@ucr.edu x2-5031 for quality and type decisions for the following peripherals.

1. The use of networked printers is preferred for staff use as networked printing can maximize the availability and speed of printing and minimize support issues and the cost of consumables. Quality and type of printer selected should be tailored to the specific needs of the function performed.
2. Digital cameras and camcorders
3. LCD Projectors

4. Computer upgrades
5. Scanners
6. LCD monitors
7. External hard disks
8. Security devices
9. Instructional gaming equipment (e.g. Xbox, PlayStation, Wii etc.)

Mobile Communication Devices Purchase General Guidelines

The purchase and use of portable electronic communication devices (including phones and PDAs) are subject to the University of California Guidelines for the Purchase and Use of Cellular Phones and Other Portable Electronic Resources

<http://www.ucop.edu/ucophome/policies/bfb/g46.pdf>

The purchase of such devices which also require signing a contract (e.g., a cell phone contract with a wireless carrier) needs prior review and approval by the appropriate administrative authority.