

NEW FACULTY EQUIPMENT PURCHASE POLICY/PROCEDURES

OTIS Responsibilities:

OTIS will quote and purchase new computer equipment for new faculty only. Any costs for said equipment about \$1600 will be reimbursed to OTIS via a journal entry by the department. Purchases above \$1600 need to be approved by the department chair prior to ordering. OTIS will not purchase peripherals and add-ons such as headset, printers, cables, flashdrive, and USB hubs or switches.

Upon arrival of equipment OTIS will install Rutgers License operating system and software based on the user's requirements. Additional and non-Rutgers Licenses applications are the responsibility user and user's department to purchase and provide to OTIS if they wish it to be installed during the initial loading process. Discounted software may be purchased at <http://software.rutgers.edu>

OTIS will make every attempt to install and prep the new system, and delivered to the user within 5 business days of receipt of the equipment.

User responsibilities:

The user is responsible for providing any additional applications prior to the initial install and setup of the new equipment. The user will also be required to login to the new system in order to complete the final configuration prior to acceptance. If any data is to be transferred it is the user's responsibility to provide that data to OTIS, and or allow time for OTIS to backup and migrate the data to the new system. If the latter, is the choice then it is also the user's responsibility to move all required data into one location for backup (Preferably the "My Documents" folder).