



Computer Replacement Policy (updated 2/28/2024)

Eligibility:

- Computers five years old or older are eligible for consideration.
- Only full-time Faculty/Staff employees are eligible for a replacement computer.
- If an eligible person has a desktop and a laptop only the primary device is eligible for replacement.

What will be replaced:

UW Tacoma Information Technology (IT) will offer a recently purchased standard computer for replacement, these are purchased in large lots with a reduced price. The purchase price of the replacement computers will be considered the supplemental subsidy of a non-standard replacement. Information Technology only replaces the computer, not monitors or other peripherals.

All computers replaced must be surplus.

Process for determining replacement computers:

Once eligible Faculty/Staff are identified, Information Technology will create a list of eligible people. Generally, the number of eligible people exceeds the number of computers available. The Vice Chancellor of Information Technology will determine the number of replacement computers that will be allocated to each Program and Department. The Vice Chancellor of Information Technology will work with the School or Department to create a list of people to receive new computers.

Note on acceptable computers – Faculty/Staff employees may request for an Apple or PC laptop or desktop.

Requesting replacement or purchase/replacement:

Program Administrator shall send an email to tachelp@uw.edu with a list of the computers with a standard computer replacement, Information Technology will schedule the installation.

Program Administrator shall send an email to tachelp@uw.edu with special requirements by person. Information Technology will return a quote for each request, when ready the Program Administrator will reply requesting the purchase and WorkTags to charge against. Information Technology will purchase using the subsidy amount charged to IT's WorkTags and the Program amount charged to the programs WorkTags. When received, Information Technology will configure and schedule the installation.