University policy FN14 addresses the appropriate use of tangible assets and services. In line with that policy, Penn State Abington's Office of Online Learning and Information Technology (OIT) is tasked with the purchase, provisioning, and maintenance of all information technology assets (defined as including, but not limited to software licenses and agreements, computer hardware, printers, peripherals, and cloud services).

This policy outlines Penn State Abington's standards for procurement, assignment, maintenance, and replacement of IT assets that are assigned to faculty and staff and/or faculty and staff groups (such as departments or divisions, research labs, etc.).

Procurement and Assignment

All technology purchases, regardless of funding source, must be made by OIT; this includes equipment specifications, order processing, and delivery. This allows the campus to maintain compliance with AD95 as well as university, state, and federal security and privacy standards, software licensing agreements, support contracts, etc. OIT will not provide support for devices procured outside of the proper channels.

OIT will provide and support each full-time faculty or staff member with a single primary computing configuration. The standard configuration is a PC laptop, dock, and peripherals (one monitor, keyboard & mouse). Other configurations are possible but require additional departmental or division approval and a budget for billing cost differentials. These configurations are sourced through the University Bulk purchasing program and are optimized for both price and support.

Any request for additional equipment must be submitted by department or division head, include a business or academic justification, provide a budget number for billing, and be approved by OIT prior to purchase.

OIT will evaluate all purchase requests for supportability and may refuse requests for equipment and/or configurations that create undue expense and/or maintenance overhead. However, OIT will make every effort to work with the requester to find a way to provide them with necessary computing resources.

Faculty and staff members who secure grants must work with OIT throughout the process to ensure that: (1) grant proposals that request technology equipment include all necessary equipment and that price estimates are accurate; (2) any technology equipment procured with grant funds are procured through OIT; (3) all assets (as defined above) purchased are inventoried as appropriate, based on grant and university regulations.

Maintenance and Replacement

Users must contact the Service Desk (abit@psu.edu) for all IT equipment support and maintenance requests. Each user will be eligible for an upgrade to their assigned device every five years. Non-standard device upgrades will incur cost differential charges, billed to the requesting department at the time of upgrade. If funding does not exist to upgrade a non-standard device, the user will be upgraded to the standard configuration device. When the user's existing setup is upgraded, all existing equipment must be returned to OIT at the time of upgrade. Used equipment cannot be kept by faculty or staff for continued use and must be salvaged per BS15. If additional computing resources are necessary, the faculty or staff member must work with their department or division head to submit a request (see Procurement, above).