

Equipment and Software Policy
School of Social Work

Background

There are many State, University, and funding-agency policies and procedures that guide the purchase and management of equipment and software. Given the limitation on how, when, and what may be purchased, as well as how its location is to be tracked (ie. <https://www.obfs.uillinois.edu/equipment-management/>), we request that you work closely with the School of Social Work staff.

Policy

School Provided Equipment: Full-time faculty, academic professionals, and staff members paid on state funds will be provided with a computer and monitor(s) fitting their technical needs and configured as seen fit by the IT staff in keeping with campus policies. The goal is to replace this technology every 3-5 years as funds become available.

Other employees paid on state funds will also be provided with access to a computer and monitor fitting their professional needs.

Employees paid solely on grant funds will be expected to obtain computer equipment using grant funds and/or development funds provided to the PI. If this is not financially feasible, the issue should be discussed with the School's Information Technology Specialist.

School Provided Software: Computers purchased using state funds will have standard Office software, and if needed, SPSS and SAS. Additional software purchases should be made using grant or discretionary funds whenever possible; the Information Technology Specialist has some latitude in making this determination.

Borrowing equipment: Any University owned equipment that is taken off-site for over a week needs to have an equipment loan agreement on file. These forms are filled out with the assistance of IT staff.

Purchasing Equipment: All requests for equipment purchases need to go through the Business Office and the Information Technology Specialist. Send an email with your specific needs to sw-computers@illinois.edu, and include the fund to be charged.

- Any equipment that will be connected to the University system must be discussed with the IT staff prior to purchase and use to protect the campus-wide network.
- No equipment should be purchased using a PCard or with a plan to be reimbursed without first conferring with the SSW Business Office.

Purchasing Software: Software purchase requests must be routed through sw-computers@illinois.edu to assure the software is purchased in the most economical manner, and that no agreements are signed by the user. Once approved, the software may be purchased through Campus Stores (using a CFOPAL) or by the Business Office (or other) staff with a PCard.

Obtaining Equipment from Campus Surplus: At no time should faculty, staff, or students go to Campus Surplus for equipment needs without approval from the Business Office.

Questions?

Email sw-computers@illinois.edu