College of Forest Resources/Forest and Wildlife Research Center
Computer Equipment and Software Purchase/Support Procedures

To ensure computer equipment will provide a reasonable life span, it must meet recommended hardware and software specifications. To guarantee these specifications are met, all inventoried computer equipment purchases must be approved by CFR/FWRC ITS before a purchase order or pro-card payment is initiated. This also will guarantee that the computer equipment purchased will be supported for a reasonable life span.

In general the industry recognizes reasonable life span of computer equipment to be three to four years. CFR/FWRC ITS has established minimum hardware purchasing specifications which will cover most CFR/FWRC computer equipment for at least five years.

As computer equipment ages it becomes more difficult to support and not cost effective to remain on inventory. CFR ITS has developed a set of minimum specifications for computer equipment to receive support. Computer equipment falling below minimum specifications and non-inventoried computer equipment will receive no support other than an effort to provide network connectivity.

CFR user software needs are met through a combination of MSU- maintained site licenses and individual licenses. Software can be expensive when purchased as individual licensing and group licensing offered through MSU reduces cost. For a list of available licensed software and acquisition instructions, please check the MSU ITS web site (http://www.its.msstate.edu/software).

Computer Equipment Purchases:

All CFR/FWRC employees must coordinate with CFR ITS before purchasing inventoried computer equipment.

Equipment purchases approved by CFR ITS:

1. CFR ITS will secure a quote for requested equipment meeting CFR ITS recommended specifications.
2. Quote will be forwarded to respective departmental accountant. From this point on, the quote must not be changed. If you need to alter the equipment purchase, you must contact CFR ITS for a new quote. Any piece of equipment ordered on an altered quote may be refused CFR ITS support.
3. Department will place order with vendor specified in the quote for the quoted equipment.
4. Once department receives the complete equipment order, department will forward to CFR ITS the serial number(s) of the equipment.

5. CFR ITS will pick up the equipment from the department and configure/deploy the equipment as per CFR ITS support guidelines.
6. Departmental property control officers will be responsible for all inventory tasks related to the equipment, including procuring and applying inventory numbers and ensuring equipment information is properly entered into the MSU inventory system.

Equipment purchases that do not meet CFR ITS approval:
1. Requestor will secure a quote.
2. Quote along with a justification for purchasing outside recommended specifications must be forwarded to the respective department head. If purchase is approved by department head, it will be forwarded to departmental accountant for ordering.
3. Equipment purchased outside recommended specifications will not be eligible for any type of support from CFR ITS.

Software Purchases:

Software purchases will be handled at the department level. Software can be expensive when purchased as individual licensing and group licensing offered through MSU reduces cost. For a list of available licensed software and acquisition instructions, please check the MSU web site (http://www.its.msstate.edu/software).