

Rental of Data Processing Equipment

Section 6:9 Revised 01/01/2001

Rental or purchase of data processing equipment (both software and hardware) must have the approval of the University Computer Users Advisory Committee and the State Systems Management Division in Raleigh before a purchase can be made. The installation of new systems or major additions to present systems should be discussed with the University Computer Center in the planning stage in order to get the benefit of their advice before formal request is made to secure the equipment. When the installation can be properly detailed and when the decision is made to proceed with the installation, the request is to be presented to the University Computer Users Advisory Committee for their review and approval. If approved by the Committee, the request is then submitted to the Purchasing Department for necessary action.

Some data processing equipment requires special environmental conditions (temperature, humidity control, etc). These requirements should be coordinated with the Director of Physical Plant.