Purpose & Goal

The purpose of this document is to provide guidance related to purchasing computer equipment at SEAS.

The goal is to ensure that members of the SEAS community have suitable computer equipment to perform their roles while also providing prudent stewardship of SEAS resources.

SEAS Computing, Harvard University Information Technology (HUIT), SEAS Finance, Areas, Research Administration, and other groups work closely to ensure that technology purchases are compliant with applicable University policies.

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1. **Computers at SEAS.**
   a. **Definition: SEAS Computer.** For this document, a SEAS computer will be defined as desktop, laptop, or tablet (e.g., Apple iPad, Android) that is purchased with SEAS funds. This includes computers paid for with administrative department funds, Area funds, faculty discretionary funds such as startup, and Principal Investigator (PI) funds administered by SEAS Research Administration.

   b. **Ownership.** Unless otherwise specified in funding terms, all computers purchased with SEAS funds are the property of SEAS, and as such are subject to University computer, network, and information security policies. Computers should remain at Harvard if a SEAS community member leaves Harvard unless an exception request is submitted to and approved by SEAS leadership.

   c. **Information Security Requirements.** Per University policy, Harvard-managed or Harvard-purchased laptops and desktops must run CrowdStrike endpoint detection and response client. All computers connecting to SEAS networks, whether wireless or wired, owned by SEAS or used in affiliation with any work at SEAS must comply with all University and School policies including, but not limited to the Harvard University Information Security Policy Statements and Harvard University Information Security Requirements. SEAS-funded computers should be kept up to date on security patches and should be running supported operating systems.

2. **SEAS Four-Year Computer Refresh Program**
   a. **Eligibility.** A standard computer (desktop or laptop) funded through SEAS Computing is provided for staff and faculty positions at SEAS. A grid of role eligibility is below. Staff and faculty computers are eligible to be replaced (“refreshed”) once every four years.
* Please contact SEAS Computing via an email to ithelp@harvard.edu with the subject line “SEAS Computer Exception Request” to initiate the exception request process and include the following information:
  - Individual’s SEAS affiliation
  - Appointment start date
  - Appointment end date
  - A message from the Research Portfolio Manager (RPM) that indicates that the exception is being requested because the funding source supporting the individual does not permit the purchase of a computer and the faculty member does not have any discretionary funds available to purchase the computer.

<table>
<thead>
<tr>
<th>Affiliation Type</th>
<th>Title</th>
<th>Eligible for SEAS Computing-Funded Computer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
<td>Exempt Staff</td>
<td>Yes</td>
</tr>
<tr>
<td>Staff</td>
<td>Non-Exempt Staff</td>
<td>Yes</td>
</tr>
<tr>
<td>Faculty</td>
<td>Professor (e.g. Professor, Associate, Assistant, Professor of Practice)</td>
<td>Yes</td>
</tr>
<tr>
<td>Faculty</td>
<td>Lecturer or Senior Lecturer</td>
<td>Yes</td>
</tr>
<tr>
<td>Faculty</td>
<td>Preceptor or Senior Preceptor</td>
<td>Yes</td>
</tr>
<tr>
<td>Faculty</td>
<td>Professor Emeritus/Research Professor</td>
<td>Yes</td>
</tr>
<tr>
<td>Faculty</td>
<td>Visiting Faculty (e.g. Visiting Professor, Visiting Associate, Visiting Assistant, Visiting Lecturer)</td>
<td>Exception Required*</td>
</tr>
<tr>
<td>Research</td>
<td>Associate</td>
<td>No</td>
</tr>
<tr>
<td>Research</td>
<td>Research Associate</td>
<td>Exception Required*</td>
</tr>
<tr>
<td>Research</td>
<td>Fellow</td>
<td>No</td>
</tr>
<tr>
<td>Research</td>
<td>Post Doctoral Fellow</td>
<td>Exception Required*</td>
</tr>
<tr>
<td>Research</td>
<td>Senior Research Fellow</td>
<td>No</td>
</tr>
<tr>
<td>Research</td>
<td>Visiting Scholar</td>
<td>No</td>
</tr>
<tr>
<td>Research</td>
<td>Visiting Undergraduate Research Intern (VUI)</td>
<td>No</td>
</tr>
<tr>
<td>TA/TF</td>
<td>Teaching Assistant</td>
<td>No</td>
</tr>
<tr>
<td>TA/TF</td>
<td>Teaching Fellow</td>
<td>No</td>
</tr>
</tbody>
</table>
b. **Process.** Requests for standard and non-standard computers that are part of this program should be coordinated through SEAS Computing and HUIT. For new positions, SEAS Computing will coordinate with the hiring manager for staff roles and the Area Director for faculty roles.

To inquire about the refresh process, an email should be sent to ithelp@harvard.edu with the subject line “SEAS Four-Year Computer Refresh” which will generate an IT ticket. If there is a computer to be replaced, include the model, serial number, and asset tag number of that computer in the message.

- [How to locate the serial number on an Apple product](#)
- [How to locate your service tag or serial number on a Dell](#)

c. **Standard and Non-Standard Computers.** A link to SEAS computer configurations is below; and the SEAS standard computer models are noted on this page. [https://www.seas.harvard.edu/office-computing/desktop-support/computer-configurations](https://www.seas.harvard.edu/office-computing/desktop-support/computer-configurations)

If a non-standard computer is required for specific teaching, research, or administrative needs, the cost of a non-standard computer for a staff and faculty member is partially funded through SEAS Computing and a costing string/33-digit billing code should be provided by the RPM or department budget lead for the remaining amount above the SEAS Computing allocation.

SEAS Computing will contribute up to $1,000 towards the cost of a faculty or staff non-standard computer purchase. A costing string/33-digit billing code will need to be provided to cover the balance.

If a faculty member selects a standard SEAS computer and wishes to upgrade the memory, storage, and/or processor, a costing string/33-digit billing code should be provided to cover the cost of the upgrades.

For any purchases or split-coding (partial funding) using rooted account strings or other RPM-managed programs, the RPM and faculty member should always be consulted for pre-approval for use of the costing string/33-digit billing code.

Staff non-standard computer requests must have written pre-approved from a staff member’s supervisor and department budget lead.

3. **Computers ineligible for the SEAS Refresh Program.** Computers (desktops, laptops, and tablets) that fall into the below categories do not qualify for SEAS Computing funding.

- Non-primary computer for faculty or staff
- Lab or departmental computer
- Shared/common use computer
- Specialized workstations for labs

   a. **Pre-Approval Process.** Below is information about SEAS pre-purchase approval requirements for computer purchases whether ordered through SEAS Computing/HUIT or via the Harvard procurement channel of Buy2Pay.
b. **Purchasing Process.** HUIT can assist with identifying specifications and computer models that best meet a user’s needs for both standard and non-standard configurations, preparing your computer, and/or setting it up within your environment.

If a non-standard computer is required, there are many configuration options available from Dell and Apple. HUIT can assist with exploring Dell and Apple options that will meet your needs. Additionally, for other common brands such as Lenovo, HUIT can likely assist with a purchase as well.

While it is not required that non-Computing funded computer purchases be coordinated through SEAS Computing and HUIT, it is strongly encouraged.

If circumstances necessitate a direct purchase, use the Harvard procurement channel of Buy2Pay. Additionally, it is important to ensure sales tax is excluded (refer to ST-2 or ST-5 forms).

**Harvard purchasing cards (P-cards), corporate cards, department cards or personal credit cards should not be used for purchasing SEAS computers (including desktops, laptops, and tablets).**

Below are some of the benefits of ordering computers through SEAS Computing and HUIT.

- to promote compliance with University procurement and information security policies including installing CrowdStrike and if the computer is a laptop, ensuring it is encrypted as required by University policy
- to streamline set-up and support by way of the following:
  - the computer will be shipped to HUIT
  - HUIT can install Harvard security tools and standard software
  - HUIT can affix a Harvard asset tag
  - HUIT can record the computer information (e.g., model and serial number) in the IT ticketing system which can be helpful to have when providing support
  - HUIT will coordinate with whomever will be using the computer to get the computer to them
  - HUIT will have record of the computer if it should need troubleshooting and/or repair once deployed

To start the process of ordering a computer via SEAS Computing and HUIT, send an email to ithelp@harvard.edu with specifications of the computer you want to order including the length of the warranty (if applicable). This will generate an IT ticket.
It is strongly encouraged to include a warranty for computer purchases. Dell and Apple both offer three and four-year warranty options. Warranties are generally unallowable on sponsored funding, and warranty costs should be charged to a non-sponsored account string.

**Specialized workstations for labs.** Specialized computers for labs are most often not purchased through SEAS Computing/HUIT if they are a specialized brand. However, for workstations that are not a specialized brand, but rather non-standard Dell or Apple models, HUIT can work with labs on purchasing such devices.

c. **Receipt of computer.** As noted above, per University policy, all Harvard-managed or Harvard-purchased laptops and desktops must run CrowdStrike endpoint detection and response client and laptops must be encrypted. Once a computer is received to campus, the user/recipient must open an IT ticket with HUIT to request that they set-up the computer with Harvard required security tools. This can be done by sending an email to ithelp@harvard.edu which will generate an IT ticket. Please include the model, serial number, and date of purchase in the message.

4. **Area Student Computer Purchases.**
   a. Computer purchases for **CS G1 and G5** students are coordinated through the CS area administration team, SEAS Computing, RPMs, and HUIT.

   b. Computer purchases for **ESE G1** students through their research funding are coordinated through the ESE area administration team, SEAS Computing, and HUIT. Please refer to the ESE Research Allowance Guidelines for information specific to this program.

5. **Repair or Replacement.** A SEAS Computing-funded computer will be supported and serviced for the full four years. Should the computer have performance issues during the four years, and it is determined that it is unable to be serviced, your SEAS Computing-funded computer may be eligible to be replaced ahead of schedule.

   Repairs or replacement due to accidental damage during the four years that are not covered by warranty will require a costing string/33-digit billing code to cover the cost of repair or replacement.

6. **Redeploying Computers.** If a SEAS community member leaves SEAS or no longer has a need for a SEAS computer, guidance on what should be done with the computer is below (based on computer funding):
   - SEAS Computing-funded equipment - equipment should be returned to Computing/HUIT upon departure or when there is no longer a need.
   - Area-funded equipment - equipment should be returned to Computing/HUIT upon departure or when there is no longer a need.
   - Start-up and gift-funded equipment - equipment stays with the lab.
   - Sponsored-funded equipment - equipment stays with the lab and is transferred to the next member, if applicable.
a. **Staff computer equipment.** If a staff member leaves SEAS, the computer and accessories should stay at SEAS and the staff member’s supervisor should open an IT ticket via an email to ithelp@harvard.edu so that SEAS Computing and HUIT can be made aware that the computer will no longer be in use. It will be important that HUIT can prepare the computer for the next user and that the computer’s network registration is updated to ensure that any network disruption can be minimized for the next user.

b. **Lab computer equipment.** If a lab member leaves SEAS and their computer will be used by another lab member, the lab manager should open an IT ticket via an email to ithelp@harvard.edu to notify them of this change. It will be important that the computer’s network registration is updated to ensure that any network disruption can be minimized.

7. **Computer Accessories.** Below is information on accessories that are included with a SEAS Computing standard computer.

Accessories that are not included with a standard computer can be ordered with a costing string/33-digit billing code through a departmental procurement process. Computer-related purchases must conform to University and SEAS financial and technology policies.

Computing and/or HUIT can provide model and cost information about standard accessories. That information is not included in this document as it changes with some regularity as models are updated.

<table>
<thead>
<tr>
<th>Accessory</th>
<th>Desktop - Windows/Mac</th>
<th>Laptop - Windows</th>
<th>Laptop - Mac</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keyboard</td>
<td>✓</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Mouse</td>
<td>✓</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Monitor</td>
<td>✓</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Docking station</td>
<td>N/A</td>
<td>✓ (if requested)</td>
<td>N/A</td>
</tr>
<tr>
<td>Adapter(s)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Additional monitor</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Additional accessories</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
</tbody>
</table>