



Review Policy for Computing Purchases & Installations

Administrative Computing Services (ACS) primary mission is to provide administrative computing systems, services, and support to the [College Administration](#). CALS ACS can improve this service and support by having prior knowledge of all hardware and software purchases made within CALS Administration. By reviewing computing purchases, CALS ACS can also review configurations, check for known incompatibilities with existing hardware/software and coordinate any maintenance and support contracts.

All purchases adhering to this policy will be given installation and support priority.

Therefore, effective January 1, 2000, the following computing purchases must be reviewed by Administrative Computing Services:

- Any new [hardware](#) purchase which will become a desktop device or component connected to our CALS Local Area Network (LAN),
- All computer [software](#) purchases (including freeware/shareware programs and software updates) to be installed on an existing or new LAN device,
- Any new computer [peripheral](#) such as, but not limited to, a printer or scanner, that will be connected to our LAN or directly connected to a LAN device.

Purchasing & Installation Review Procedure

1. If you are interested in CALS ACS gathering information and preparing a purchase proposal for you on any hardware or software purchase, please contact Charlene R. Krembs at 2-6108. If you are not interested in this option, prepare a copy of an order form for the intended purchase, and deliver to the attention of Kim Fuhremann at ACS.
2. The order will then be reviewed by ACS. A Purchasing Review Form will be attached to the order form and returned to you within 3 working days.
3. With any purchase that requires a requisition, attach the Purchasing Review Form to the requisition and deliver to CALS Business Services. This form will alert CALS Business Services that the purchase has already been reviewed.
4. If this purchase requires installation by ACS, please notify Charlene R. Krembs at 2-6108 when the item has been delivered. An installation will then be scheduled.



Hardware Definitions

- Complete PC systems
- Complete Mac systems
- Laptop devices (either PC or Macintosh)
- Individual components to PC/Mac Systems including:
 - Monitors
 - Keyboards
 - CPUs
 - Hard drives
 - Memory
 - CD-ROMs
 - Zip drives
 - Tape drives
 - Modems (internal)
 - Sound cards
 - Video cards
 - Ethernet cards

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Software Definitions

- PC Operating Systems
 - Windows 95/98/NT
 - Windows 2000
- Mac Operating System
 - OS 7.x, 8.x, 9.x
- Integrated Office Packages
 - MS Office 97, MS Office 2000, Corel WordPerfect Suite
- Antivirus Software Packages
 - Norton, McAfee, Command Antivirus (FPROT)
- WiscWorld Suite
- Internet Explorer
- Adobe Products including:
 - PageMaker
 - Photoshop
 - Acrobat Reader
- PC/Mac System Utility Programs like Norton
- Visio
- Virtual PC
- Any miscellaneous freeware or shareware programs

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Peripheral Definitions

- Printers (either local or networked)
- Scanners
- Digital Cameras
- Projectors
- LCD Panels
- Speakers
- External modems
- Personal Desktop Assistants (PDAs)
 - Palm Pilots

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Supported LAN Workgroups

Academic Student Affairs
Administrative Computing Services
Ag Journ Mailing Services & Fast Copy
Ag Journalism Communications
Ag Research Stations - Administration
Babcock Institute
Business Services
CALs Outreach Services
Coop Extension Administration
FISC
Human Resources
IAP
North Central Directors Office
Office of Dean & Director
Research Division
School of Nat Resources

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