Wells College
IT Purchasing Policy
approved: February 17, 2016

1) **Policy Statement**

To control costs and further Wells College's sustainability goals the IT Department is implementing a Purchasing Policy.

2) **Purpose**

Wells College establishes this policy to control costs and to identify general goals and strategies for a commitment to environmental responsibility. Through enacting and implementing this policy, Wells College IT will be a positive example in the advancement of environmental responsibility on the campus and in the community.

3) **Scope**

This policy applies to purchases made by the IT Department of Wells College and to purchases made by IT on behalf of other departments.

EXPECTATIONS

a) All new purchases or leases of technology should meet, at a minimum, all Electronic Product Environmental Assessment Tool (EPEAT) environmental criteria designated as "required" (bronze registration) or higher as contained in the IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products. Exceptions shall be approved by Information Technology (IT).

b) Additional consideration shall be provided for electronic products that have achieved EPEAT silver or EPEAT Gold registration. The registration criteria and a list of all registered equipment are provided at http://www.epeat.net

c) All other electrical products purchased shall meet the US EPA Energy Star certification when available and practicable. When products with Energy Star labels are not available, products that are in the upper 25 percent of energy efficiency as designated by the Federal Energy Management Program should be used.

4) **Computers, Laptops, Tablets and Monitors**

a) Computers and laptops shall be leased whenever possible.

b) Computers and laptops leased by IT will be refreshed on a target goal of every four years.

c) IT will provide and update annually a list of standard office technology for staff and faculty offices. Exceptions to this list will be purchased by the department, not by IT. All technology will continue to be supported by IT.

d) Laptops will only be issued if the position warrants it, not as a convenience. Exceptions shall be purchased by the department, not by IT.

e) Tablets, iPads, and other similar devices are not considered standard office technology and will need to be purchased by departments.

f) Dual monitors or non-standard sized monitors will be purchased by the departments, not by IT.

g) Academic computer labs will get a PC or Mac computers as set annually by the IT standards list.

h) Science or other labs needing technology shall be examined based upon needs, but generally the costs will be anticipated to go to the departments.

i) Exceptions shall be determined by IT.

5) **Copiers and Printer**

    a) All copiers and printers purchased or leased shall be capable of double-sided copying/printing.

    b) Copiers and printers shall be compatible with the use of recycled content products.

    c) Purchase or lease new printers or networked desktop printers only when existing networked printers can't be utilized to reduce the proliferation of printers on campus.