



MEMORANDUM

To: University Community

From: James A. Gilchrist – Vice Provost for Academic Operations and CIO
Lowell P. Rinker – Vice President for Business/Finance and CFO

Re: Purchase of Computers and Peripherals

Date: June 1, 2009

Handwritten signatures in blue ink, one above the other, corresponding to the names in the 'From' field.

The purpose of this memo is to remind the University community of the requirement that purchases/leases of all University-owned computers and desktop peripheral equipment (printers, scanners, monitors, televisions and data projectors) must be processed through TotalTECH (formerly Micros & More) in the WMU Bookstore in the Bernhard Center. The reasons for this requirement are threefold:

1. In accordance with guidelines set forth by the President's University-wide Committee on Sustainability, all computer equipment will be Energy Star 4.0 rated (or better), and default energy usage settings will be set to WMU approved specifications by TotalTECH through the purchase process.
2. This will ensure that all desktop and laptop computers meet the University's security requirements, including the requirement that laptop computers must have Computrace tracking installed and activated prior to delivery to the user of the computer.
3. This will ensure that all purchased devices are compatible with the University technology infrastructure.

As a reminder, purchases of this type of equipment via procurement card can only be processed through TotalTECH. Requests for exceptions to this policy may be appealed (prior to purchase) to Jim Gilchrist for departments in Academic Affairs and to Lowell Rinker for all other departments. Questions on any of the above can be directed to Mike Strong at 7-5014.