

WESTERN MICHIGAN UNIVERSITY



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: February 11, 2011

James A. Gilchrist
Lowell P. Rinker

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 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 setting will be set to WMU approved specifications by TotalTECH through the purchase process.
2. Computrace tracking software is mandatory for all systems that contain personal health information (PHI). TotalTECH will install and activate Computrace prior to delivery of the unit to the end user. Faculty and staff who manage protected health information should be aware of the policies at the HIPAA Privacy & Contact Officer page - <http://www.wmich.edu/gc/HIPAA.html>
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.