

LAMAR UNIVERSITY  
INFORMATION TECHNOLOGY POLICIES

SECTION: Information Technology  
AREA: Information Technology

Number: 10.01.11

SUBJECT: Endpoint (Computer) Purchasing Policy

**I. PURPOSE**

Lamar University personnel have a wide array of technologies available to them for teaching, research, administration, events, and other activities. Lamar University's Information Technology (I.T.) division understands the need for such technologies. The purpose of this policy is to streamline the endpoint purchasing process for all Lamar University employees and provide a consistent experience for all users while being good stewards of state assets.

This policy facilitates Lamar University's (I.T) division to consolidate all endpoint purchases and management into the Personal Computer (PC) refresh program.

The PC refresh program leverages the power of bulk purchasing to take advantage of vendor discounts and be fiscally responsible for all university endpoints. Endpoints in this context may refer to desktops, laptops, tablets, and other computing devices as defined in the Definition Catalog (version 4 or higher).

**II. SCOPE**

This policy applies to all Lamar University personnel, departments, and organizations that purchase endpoints on behalf of Lamar University, regardless of the source of funds or supplier.

**III. DEFINITIONS**

See Definition Catalog Version 4 or higher

#### IV. GENERAL

##### A. AUTHORITY, ROLES, AND RESPONSIBILITIES

1. The Chief Information Officer (CIO) or designee will be responsible for central review and oversight of all university endpoint acquisitions as per TSUS (Texas State University System) System IT Policies, System and Services Acquisition Policy.
2. As defined per Texas Administrative Code 202 (TAC), the Owner is designated as the departmental Property Custodian, as defined in the Property Management policy.
3. All standard endpoint purchases must be approved by the Owner prior to purchase.
4. All non-standard endpoint purchases must be approved by written documentation, signed by the CIO or designee and the Owner.
5. The Client Computing department is authorized to evaluate the requirements at the time of purchase and recommend alternatives, depending on the use-case of the endpoint(s).

##### B. PROCUREMENT

1. Endpoint(s) may only be purchased via the processes and procedures defined by I.T. and outlined in the Computer Purchasing Policy FAQ documentation.
2. This policy does not apply to peripherals, such as keyboards, computer mice, or monitors. However, additional requirements such as accessibility may still apply.
3. Lamar University will not approve or reimburse individuals for endpoints purchased outside of the official purchasing process as we cannot ensure the endpoints meet the applicable security and accessibility requirements of the university.

##### C. CONFIGURATION STANDARDS

1. Endpoint purchases will be selected from a pre-approved list of standard configurations maintained by the Client Computing department.
2. Desktops and laptops are considered primary devices for daily use. Tablets and smartphones are considered secondary devices.
3. Lamar University personnel may be issued one primary device (desktop or laptop) based on the usage and requirements of the endpoint.

<b>Standard issued equipment</b>	
<b>Desktop</b>	<b>Laptop</b>
Recommended for staff	Recommended for faculty
Stationary device	Highly mobile device
More powerful and versatile device	Touch-screen options available
Able to accommodate multiple external displays	Can be used with a dock to replicate many functions of a desktop

4. Tablets are secondary devices and are not considered a replacement for a primary device. This includes devices that may use either wi-fi or cellular services. Tablets will be approved based on the usage and requirements of the department.
  - 4.1 Some devices require an initial account creation when setting up the endpoint. The configuration will be carried out by the Client Computing department. Under no circumstances are personnel to use personal emails/accounts for these devices. Such devices, when found, will be reset to factory default settings to be set up correctly.
5. All endpoints purchased for use by Lamar University personnel are to be managed by the university central endpoint management software.

**V. ENFORCEMENT**

- A. Failure to adhere to the provisions of this policy statement may result in:
1. Loss of Lamar University Information Resources access privileges.
  2. Disciplinary action up to and including termination for employees, contractors, or consultants.
  3. Dismissal for interns and volunteers.
  4. Suspension or expulsion in the case of a student.
  5. Civil or criminal prosecution.

**VI. RELATED DOCUMENTS**

- A. Information Technology Policies and Standards Definition Catalog.
- B. System and Service Acquisition Policy.
- C. Manual of Administrative Policies and Procedures.
- D. TSUS Rules and Regulations.
- E. Property Management.

**VII. REVISION AND RESPONSIBILITY**

Oversight Responsibility: Information Technology

Review Schedule: Every three years

Last Review Date: February 28, 2023

Next Review Date: February 28, 2026

**VIII. APPROVAL**


---

President, Lamar University

---

Chief Information Officer, Lamar University

**REVISION LOG**

Revision Number	Approved Date	Description of Changes