Hardware Purchases Using Faculty Research Funds

Updated: 19 March 2009

All hardware, if purchased with Emory funds, is the property of Emory and needs to be ordered through Information Services. Hardware will be tagged and inventoried as appropriate. Additionally, this assures we do not pay sales tax. Regardless of when the funds are or are not available, if you plan to use Emory funds to purchase, it needs to be done through Information Services.

Many faculty would like higher capacity computing than is currently the school-wide hardware standard. The purchase of computing hardware or supplemental funding of a purchase with Faculty Research Funds is permitted with the following understanding:

The School purchases and supports one computer (laptop or desktop) for faculty.

This hardware is placed on a hardware refresh cycle of four years.

Faculty may purchase an additional computer with their research computing funds. This second purchase is not placed on the hardware refresh list.

Do I personally own this computer?
All computers purchased with School funds remain the property of Emory and must be returned.

Can I keep equipment which is out of warranty?
Refreshed hardware must be returned to the school. Equipment purchased with faculty funds and past warranty must be returned to the School.