Faculty/Staff Computer Refresh Information

Updated: 19 March 2009

The Business School provides a computer to full time employees for their school work location. A fixed dollar amount for the purchase of new faculty computers is set by the Computing and Education Committee and budgeted annually. This is the dollar limit used to cover either a desktop or notebook purchase. The School policy for hardware refresh is currently every four years. Your computer purchase must be made through the Information Services Department. Once your computer is replaced, your old hardware is placed in a bump down pool. Bump down computers are used to refresh existing equipment for many staff, replace publicly located machines and other special applications. The model and specifics vary according to the current standard.

You will receive an email from Information Services when it is time for your computer to be replaced. This email will also contain a link listing the most recent available software and steps you need to take to proceed with your hardware refresh.

If you would like to know WHEN you are due hardware refresh, you can search the Inventory database at the following URL http://www.bus.emory.edu/inventory/ The warranty date is the date when your computing hardware should be refreshed.