

IT Hardware Purchasing Matrix v2.0 January 2021 (For IT Peripherals please see a separate guide located [here](#))

The following table contains the authorised routes for schools and departments to procure IT hardware (excluding peripherals) at the University of Worcester.

All orders for IT Hardware (excluding peripherals) must be placed via the [IT Service Desk](#).

	Supplied by IT Service All items are funded centrally.	Co-funded by IT Service IT Service will fund up to the cost of a standard specification item with the Department or School funding the excess. All items are purchased through IT Service and appropriate budget transfer requests made.	Funded by your Department or School All items are purchased through IT Service and appropriate budget transfer requests made.
Brand New Staff Post The new starter is not replacing a member of staff. If the post is replacing an existing member of staff, they will inherit the existing hardware.	<ul style="list-style-type: none"> Standard Laptop package, comprising Laptop, laptop bag, keyboard, mouse, monitor and docking station Standard Desktop package* comprising desktop PC, monitor, keyboard and mouse* Network cable Headset 	<ul style="list-style-type: none"> Surface Pro (Equivalent to laptop package) Macbook (Equivalent to laptop package) iMac* (Equivalent to desktop package) Specialist machine (Equivalent to desktop package) 	<ul style="list-style-type: none"> Mobile Phone Tablet Additional monitors
Centralised Rolling Replacement IT Service will replace computer hardware after 5 years or if hardware fails.	<ul style="list-style-type: none"> Standard Laptop Standard Desktop* Docking station** Monitor** 	<ul style="list-style-type: none"> Surface Pro (Equivalent to laptop package) Macbook (Equivalent to laptop package) iMac* (Equivalent to desktop package) Specialist machine (Equivalent to desktop package) 	<ul style="list-style-type: none"> Additional monitors. Specialist mice or keyboards
Ad-hoc replacement of existing machine if a member of staff does not feel their computer is fit for purpose a replacement can be requested. This would require a business case supported by the line manager.			<ul style="list-style-type: none"> Standard Laptop package, comprising Laptop, laptop bag, keyboard, mouse, monitor and docking station Standard Desktop package* comprising desktop PC, monitor, keyboard and mouse* Surface Pro (Equivalent to laptop package) Macbook (Equivalent to laptop package) iMac* (Equivalent to desktop package) Specialist machine (Equivalent to desktop package)
Machine Component Upgrades			<ul style="list-style-type: none"> SSD hard drive upgrade. Memory upgrade. Other internal component changes if feasible.
Additional Items			<ul style="list-style-type: none"> Mobile Phone Docking station Tablet Audio Visual equipment
*Please note: Standard desktop package or iMac only supplied for fixed desk role or similar e.g. Reception Desk, laboratory etc ** As necessary if old device damaged, poor specification or noncompatible with new hardware			