See the related **POLICY**.

**DEFINITIONS**

**Computer**

For the purposes of this policy, the term computer references desktop and laptop computer systems only. Servers, workstations, tablets, iPads and associated peripherals are exempted from Evergreen.

**PROCEDURES**

1. Every program and department within a school or division will provide a contact name to act as a liaison with ITS in support of the Evergreen process.

2. Computer requirements, schedules, deployments and redeployments will be determined through a series of Evergreen meetings. Meetings to determine academic lab requirements will be held each spring. Meetings to determine non-lab requirements will be held each fall.

3. ITS will coordinate acquisition and deployment schedules with procurement and the appropriate program and division.