



## Procedures

Policy Name	<b>Desktop Computer Evergreen</b>		
Policy #	<b>803</b>	Category	<b>Information Management</b>
Policy Sponsor	<b>Associate Vice-President, Information Technology Services</b>	Previous Revision Date	<b>May 8, 2007</b>
Policy Approved by	<b>President &amp; CEO</b>	Revision Date	<b>March 4, 2015</b>
Procedures Approved by	<b>CFO &amp; Vice-President, Administrative Services</b>	Review Date	<b>See Policy Review Date or As Required</b>

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.