**SPIA Computer Refresh Policy**

**6/2/2020**

Faculty and staff will have their primary computer updated every 5 years (or when warranties expire, whichever is last), as funding is available, from a standard list of options maintained by SPIA’s IT department. If a faculty or staff member has multiple machines designated for work purposes, only the primary machine (designated upon purchase) will be eligible for refresh – secondary machines must be replaced or refreshed with faculty support accounts as available. Upgrades or features beyond the standard options offered by the SPIA IT department must be covered by faculty support accounts. If departmental or School funding is not available for a refresh at the time when a refresh is scheduled to take place, then that machine will be placed ahead of other machines that are due for a refresh once funding is available.