



Memorandum

To: AES Unit Heads

From: Clarence Watson
Associate Vice President for Agriculture-Research

Re: Computer Purchases/Support

Date: April 17, 2013

In the past few months, there has been an increase in the number of Apple computers/laptops purchased for AES faculty/staff use. This increase has brought a marked increase in calls to the IT group for support of these machines. While our IT group is staffed to handle a small amount of Apple support, we have staffed the group to support a predominately PC based environment. With the current budget concerns, we do not expect to be able to change that anytime soon.

So, to ensure that we are able to provide adequate IT support to meet AES faculty/staff computing needs, we need to reinforce the premise that we are a predominately PC based organization. To this end, PC based machines should be purchased for AES faculty/staff computing. In the event that a PC-based machine will not meet a particular need, prior approval to purchase an Apple based machine can be requested. Should you wish to pursue purchase of an Apple, complete the attached request form **PRIOR TO PURCHASE**, and submit it to Dr. Rick Roeder for approval. The IT group has been instructed that, effective immediately, new Apple purchases without Dr. Roeder's approval should not be made.

xc: R. Roeder
E. Dombek
P. Siebenmorgen
K. Smedley

Apple Computer Purchase Request

Name (user) _____

Department _____

Proposed Apple model/description:

Reason a PC does not meet need:

Approved

Denied

Associate Director, AES

Date

** Must be completed and approval received PRIOR to purchase of any Apple computer/laptop

** Submit completed request to AES Associate Director, AFLS 202