

**Campus Hardware Procurement Program (CHiP)**  
**Guidelines for Academic Affairs, Student Affairs, Research & Engagement**  
**Last Updated: September 9, 2025**

This document pertains to the implementation of the Campus Hardware Procurement Program (CHiP) across the Divisions of Academic Affairs, Student Affairs, and Research and Engagement.

## 1. APPLICABILITY

CHiP applies to the acquisition of university-owned computer workstations. While most cases of computer workstations are laptop configurations, desktop configurations are permissible under limited conditions with appropriate approval (see Sections 2-5 for details). The acquisition of other hardware (e.g., tablets, audio/video) is exempt from CHiP.

The specifications of the hardware articulated in these guidelines apply to the following administrative organizations:

- 1D001 Provost – including Office of the Provost, Faculty Governance, Office of Accreditation and Academic Program Planning
- 1D009 University Teaching and Learning Commons
- 1D011 International Programs
- 1D014 Graduate School
- 1D016 University Libraries
- 1D018 School of Business and Economics
- 1D020 School of Education
- 1D022 College of Arts and Sciences
- 01C13 College of Visual and Performing Arts
- 1D028 School of Nursing
- 1D031 International Honors College
- 1D032 JSNN (Department of Nanoscience; UNCG employees in the Dean's Office)
- 1D034 School of Health and Human Sciences
- 1D036 Student Success
- DIV04 Division of Student Affairs
- DIV10 Division of Research and Engagement

Hereafter, the above administrative organizations are referred to as a *home-unit*. Computers acquired through CHiP are organized according to the home-unit of the employee to which the computer is assigned.

## 2. SUMMARY OF CHiP

Comprehensive details of CHiP can be accessed at <https://its.uncg.edu/tech-initiatives/chip-initiative/>. Specific information about the process used to order workstations and the computer models available can be accessed toward the bottom of this linked page under the “More Information” and “Frequently Asked Questions” headings.

Under CHiP, each employee is typically assigned one workstation selected from one of three tiers:

**Tier 1:** Standard primary devices for most faculty and staff use cases. These devices will be a laptop configuration.

**Tier 2:** Standard primary devices for more processing intensive use cases. These devices will be a laptop configuration.

**Tier 3:** Custom configurations for unique needs. These devices can span laptop or desktop configurations.

Specifications for Tier 1 and Tier 2 options are provided at [https://uncg.service-now.com/support?id=kb\\_article\\_view&sysparm\\_article=KB0011898](https://uncg.service-now.com/support?id=kb_article_view&sysparm_article=KB0011898).

The implementation of CHiP involves three categories of use case. The category of use case determines the approval and cost recovery process of the workstation acquisition.

- a) **Daily-Use Case:** The daily-use case pertains to employee office computers. Under CHiP, each employee is typically designated one workstation from Tier 1, Tier 2, or Tier 3.
- b) **Grant-Use Case:** Under CHiP, computers purchased using grant funds are purchased directly through IT.
- c) **Other-Use Case:** Other cases of purchasing university-owned computers are addressed on a case-by-case basis.

### 3. APPROVAL AND COST RECOVERY FOR THE DAILY-USE CASE

The daily-use case applies to university employees whose office computer (e.g., computer workstation used to complete their position responsibilities) can be met with a single computer workstation. Approval of the daily-use case acquisition is secured at the level of home-unit.

During fiscal year 2025-2026 (FY26), FY27, FY28, and FY29, the cost of Tier 1 and Tier 2 daily-use case acquisitions is covered by the Office of the Provost. During this timeframe, the cost of Tier 3 daily-use case acquisitions is shared by the Office of the Provost and the home-unit, as follows:

- a) **Base Cost:** The base cost is the typical value of a corresponding Tier-2 acquisition. The Office of the Provost shall cover the base cost of the workstation equivalent to the cost of a Tier 2 acquisition.
- b) **Remaining Cost:** The remaining cost of a Tier 3 acquisition is the difference between the full cost of the acquisition and the base cost (Tier 2 equivalent). The home-unit is responsible for the remaining cost. The home-unit will transfer the remaining cost to ITS, with guidance pertaining to fund transfer obtained from ITS.

#### 4. APPROVAL AND COST RECOVERY FOR THE GRANT-USE CASE

Approval of all grant-use cases is secured at the level of the home-unit. The home-unit shall initiate the purchase request via: [Go.uncg.edu/itsprepurchase](http://Go.uncg.edu/itsprepurchase).

ITS will work with the home-unit to determine the need for a specific device (Tier 1, Tier 2 or Tier 3) and obtain a quote for purchasing the device(s). If a grant is requesting to purchase a device that is not on the Tier 1 or Tier 2 standard device list, the request should be accompanied by a written justification. ITS will work with the grant to develop custom quotes for purchases.

The cost of all grant-use acquisitions is covered by the grant. The grant will purchase the hardware via SpartanMart. All computers purchased by grants are UNCG assets and, as such, will revert to ITS following the completion of the grant for data removal.

In instances where the timeline of a grant exceeds four years, it is possible that hardware purchased by the grant will have a use period exceeding the typical four-year timeframe. In such instances, ITS will work with the grant on a case-by-case basis to determine how to best move forward.

For any questions related to the grant-use case, please reach out to 6TECH for assistance.

#### 5. APPROVAL AND COST RECOVERY FOR THE OTHER-USE CASE

Use cases other than those defined as the daily use-case and grant-use case are designated as other-use cases. Other-use cases span a wide range of cases including, but not limited to, computer labs, computer needs beyond the daily-use case of individual faculty members, and computer workstations supporting initiatives, centers, or institutes that are beyond that of the daily use of any particular employee.

Approval and cost-recovery of each other-use case shall be addressed on a case-by-case basis through a negotiation of the Office of the Provost, ITS, and the home-unit.