Office of Information Technology
PC and Printer IT Request and Budgeting Guidelines
As of 8/1/2014

Item	Minimum Configuration	Maximum Budget Amount
Standard Desktop	Intel Core i5 or equivalent, 85% Energy Efficient PSU, 4 GB DDR3, 500GB 7200 RPM SATA, integrated video card, 1 gigabit Ethernet card, 5 yr limited warranty, Window OS, EPEAT Gold Rating	**$800**
Standard Monitor	19" WXGA Digital Flat Panel	**$200**
Standard Laptop	Intel Core i5 or equivalent, 14 " WXGA, 4 GB DDR3, 500GB 7200 RPM SATA, integrated video card,1 gigabit Ethernet card, 802.11 g/n, 5 yr limited warranty, Window OS, Carrying Case, EPEAT Gold Rating	**$1100**
Network Printer	40 PPM, Duplex default setting, 3 yr limited warranty, Energy Star Compliant	**$2000**
Network Color Printer	22 PPM, Duplex default setting, 3 yr limited warranty, Energy Star Compliant	**$3000**

- Where Louisiana Price Schedules ("LaPS") exist and procurements are above $25,000, agencies shall comply with Title 34, Part I, Chapter 17.
- PC/Laptop replacements should be based upon a five year equipment life cycle. Postsecondary institutions may replace academic or research PCs and Laptops on a three-year cycle, in accordance with Board of Regents justification.
- OIT recommends a 10 year replacement lifecycle for Flat Panel Monitors.
- Entities must document the age of equipment being replaced and include on the IT Request.
- Laptops must comply with OIT Policy 1-22, Data In Transit.
- Technical configurations that exceed the Minimum Configuration but are within the Maximum Budget Amount are considered to be compliant with this guideline.
- OIT Approval is required if purchase price exceeds the Maximum Budget Amount or if the technical configuration does not meet the minimum configuration. Entities must justify exceptions based on documented business needs and requirements.
- For leasing of desktops and monitors, the 5 year Total Cost of Ownership for the base device and warranty shall not exceed the Maximum Budget Amount