5 Yrs Cycle Computer Replacement
In five steps

**ITG Generates Inventory Reports**
- May - Support Areas
- Oct - Instructional Areas

**Divisions and Units**
Will receive the reports to complete a physical inventory, corrections, and identify Faculty, Lectures, and Part-Time staff.

**Identifying Old Computers**
ITG will identify the computers 5 yrs old and recommend to be replaced.

**User Receives Computer**
The helpdesk will contact the user to deploy their new computer via KBOX ticket and arrange a date and time to retrieve the current device and data.

The user's quick response is critical for this step. Failure to do it will create delays for other users and other divisions.

**ITG Order Computers**
ITG will place a bulk order of computers to take advantage of bulk purchase discounts.