CS Department Resource Request Policy

NOTE: This policy does not govern grant proposal resource requests. For grant proposal procedures please see: http://www.cs.bgsu.edu/handbook/grant.html

The Computer Science department realizes that access to resources is important for advancing the department mission but also recognizes a need to manage department resources and monitor the workflow for tasks in the department. This policy will be used to give guidance for the requesting process.

Definition

Resources are defined as any entity that the Computer Science Department has control over or has responsibility for, including the security and maintenance of the entity.

This includes (but is not limited to):

- space
- purchase requests from department budget
- server and secondary desktop usage (does not refer to primary use desktop)
- hardware maintenance costs
- support for software and servers (including grant purchased servers)

All requests must be submitted to the Systems Administrator [SA] using the following methods:

1. Independent projects (grad and undergrad), thesis, graduate project

   Please use the Independent Project Form. This form contains an area for resource requests and includes an area for explanation of the project.

2. All other requests

   Email the SA. Please make the request as detailed as possible, including things such as links to products, installation instructions etc.

Approval Process

Minimal time

If SA determines that the request requires a time investment of 8 hours or less the work will be approved with the SA notifying the department chair of the task

Longer time

For requests requiring a longer investment of time the SA will ask the department Executive Committee to review the request within two weeks of the request submission and approve or deny the request.

Purchases

Department budget expense requests of $250 or less will be approved upon agreement between the SA and the department chair. Requests above $250 will require Executive Committee review.