For those who are eligible in any given year for a laptop or desktop computer of their choice per article 6.3 (e) and the Letter of Understanding (Article 6.3 (e)) of the Collective Agreement between Carleton University and CUASA, please keep the following points in mind:

- Consult with Stephen Welch, FPA Consulting Analyst, at stephen.welch@carleton.ca before you purchase a laptop or desktop computer to ensure that it will be compatible with Carleton IT systems and security requirements. For those in the School of Journalism and Communication, please consult with Roger Martin, Computer Technology Coordinator, at roger.martin@carleton.ca or Randy Bowler, Digital Media Technologist, at randy.bowler@carleton.ca. For example, for those that wish to purchase a Microsoft Windows-based laptop, the laptop must have a supported Trusted Platform Module (TPM) chip.

- The actual purchase is your responsibility but Stephen, Roger and Randy are available to guide you in making a decision and setting up and installing your computer. They are also available to contact should you encounter any day-to-day issues in the use of your laptop or desktop computer.

- As per the Letter of Understanding, plans are to replace 25% of existing computers each year, beginning with the oldest computers in January 2019. Should you wish to keep using the machine you are currently using and defer the purchase of a replacement laptop or desktop computer, please let Stephen Welch know and you will be moved to the next 25% category for replacement in January 2020.

- A Carleton image (i.e., a pre-bundled software configuration including operating system, security software, Microsoft Office, etc.) will be loaded onto Windows laptop or desktop computers purchased. This means that software updates will be distributed regularly via Information Technology Services (ITS) and the requirement to sign in to use the laptop or desktop computer adds an extra measure of security.

- Reimbursements are not retroactive (i.e., a purchase on December 15, 2018 is not eligible for reimbursement in 2019). Purchases must occur January 1, 2019 or later. For those in the next 25%, purchases must occur no earlier than January 1, 2020, etc.

- Reimbursement for laptop or desktop computer purchases will be entered by the faculty member in the travel and expense system based on receipts submitted and are to be coded to a FOAP (fund, organization, account, program): 100000 (fund), 162 (organization), 723002 (account), 1100 (program).

- Reimbursement is limited to $1,500. However, should you wish to purchase a more expensive laptop or desktop computer, you will need to supplement this $1,500 contribution with funds from another source, such as your professional expense reimbursement (PER) fund for example.
• Please note that, as with equipment purchased with PER funds, laptop or desktop computers purchased with this $1,500 contribution belong to the institution and not the individual.

• For laptop or desktop computers purchased previously by the Faculty for faculty member use or by faculty members using their PER, computers that still function well will be reused where possible (e.g., contract instructor offices, visiting professor offices, student space, etc.) or donated to charitable organizations per the Desktop and Laptop Computer Equipment Policy of the University. Equipment that is obsolescent will be disposed of in an environmentally responsible manner per the same policy.