

## Computer Equipment Guidelines

- All equipment purchased with any university funds including grants is the property of the University of Missouri.
- Old equipment must be turned into the department for review of functionality prior to purchasing a replacement.
- A new laptop may only be replaced 3 years from the date of purchase of the equipment it is replacing.

The Math Department allows purchase of a laptop for travel and use at home with funds an employee may have for these items. However, purchases of desktop computers, printers, etc. for home use are not allowed since they are provided at work.