<u>CFAR Computer Policy</u>

1. Computers are an allowable purchase if the computer will be used for the purpose(s) of the project. If the computer is planned to be used for other projects / responsibilities in addition to the CFAR project, we request that the cost be shared with those other project budgets, in accordance with the amount of use anticipated by each project. If no other funds are available to the awardee for the purchase of the computer, CFAR funds may pay for the entire cost of the computer, as long as use of the computer for other projects does not interfere with the work on the CFAR project.

2. Computers costing less than $5,000 are coded as supplies (05 object code) and are tagged as non-inventorial items to indicate UW ownership and for optional Departmental tracking. If the computer costs $5,000 or more, it is coded as equipment (06 object code) and must be tracked as property on the UW inventory system. Please contact Linh Nguyen (ltn128@uw.edu) if your computer will cost $5,000 or more.

3. Equipment insurance is available for computers and is recommended, but not required. If the custodian chooses to insure the computer, s/he is responsible for paying for equipment insurance (can be paid out of the CFAR budget). If the custodian continues to use the computer after his/her CFAR project is completed, s/he is responsible for finding a budget to pay for insurance. More information on equipment insurance can be found here: http://risk.uw.edu/insure/EIS.