



## THE PURCHASE OF IT EQUIPMENT FOR ACADEMIC STAFF USE

### Policy and Procedures

#### CONTEXT

The School of Education maintains a budget for the purchase of Information Technology (IT) equipment used by academic staff in carrying out their assigned duties. Criteria for the purchase of this equipment are determined by the School's Senior Leadership Group and administered by the School's Finance Office (led by the School Resources Manager).

This document provides information for the School's academic staff on the type of equipment available and the processes that need to be followed to access this equipment.

The policy applies only to IT equipment used by individual academics. Note that:

1. Written requests for IT equipment purchases for *specialist* Learning/Teaching and Research purposes are submitted to the School's Finance Office and require written confirmation supporting the request from one of the following: Director, Learning and Teaching or the Director, Research. Approval lies with the School Resources Manager.
2. All administrative staff are assigned a standard desktop computer. Variation to this standard is determined by the Head of School Administration in consultation with the School's Senior Leadership Group.

#### POLICY

All academic staff are provided with a **computer** to assist them in carrying out their assigned duties. The School reserves the right to provide an academic with a computer that is fit for purpose (typically this means less than four years old) from its available stock or to purchase a new computer for this purpose. When the purchase of a new computer is approved, staff can choose between:

- One desktop computer for University office use; OR
- One laptop computer plus external keyboard, mouse and monitor – the externals are for University office use.

The standard upper limit on cost for purchasing these options (reassessed each financial year) is available on request from the School's Finance Office. This is a standard amount for purchase of a standard IT equipment item. Variations to this standard require the approval of the Director, Learning and Teaching or Director, Research.

A request for a **replacement computer** will be considered when the academic staff member's existing computer is at least 4 years old. The old computer needs to be returned for disposal or redeployment elsewhere in the School at the time the new computer is set up. A request for a new computer can also be made when the old computer is not fit for purpose (i.e. less than four years old but is damaged beyond repair or when the repair is not cost effective). Written confirmation to this effect needs to be provided directly to the School's Finance Office by a University technician. Approval lies with the School Resources Manager.

**IT equipment other than a computer** – for example, tablets and mobile phones – is not standard issue. Academics who believe that their assigned duties require such equipment must provide a written submission to the School's Finance Office, outlining how the non-standard IT equipment is required for them to undertake their assigned duties and why their standard desktop or laptop cannot be used for this purpose. Written confirmation supporting the need for the equipment needs to be provided to the Finance Office by one of the following: Director, Learning and Teaching; Director, Research; or Deputy Head of School. Approval lies with the School Resources Manager.

A standard upper limit on cost for IT equipment other than a computer (reassessed each financial year) is available on request from the School's Finance Office. This is a standard amount for purchase of a standard IT equipment item.

Approval for the purchase of non-standard IT equipment does not include on-going **operational costs**, such as SIM cards and contracts for tablets, mobile phones and other IT equipment. Written requests to approve operational costs need to be submitted to the School Resource Manager, outlining why the operational component is required for the academic to undertake their assigned duties. Written confirmation supporting the need for the operational related costs needs to be provided to the School Resource Manager by one of the following: Director, Learning and Teaching; Director, Research; or Deputy Head of School. Approval lies with the School's Senior Leadership Group. The School's Finance Office manages the implementation of any approval.

Approval of operational costs associated with IT equipment is normally reserved for people in very senior roles in the School. As these are on-going costs, approval is subject to regular review and change. This applies particularly in the case of any change in circumstances.

**Damaged, lost or stolen IT equipment** must be reported immediately to the School Finance Office (email both [Eleanor.Johnston@glasgow.ac.uk](mailto:Eleanor.Johnston@glasgow.ac.uk) and [Rachel.Thomas@glasgow.ac.uk](mailto:Rachel.Thomas@glasgow.ac.uk)). If IT equipment is stolen outside University premises the member of staff must report it promptly to the police and provide the School Finance Office with the crime reference number.

Requests for the purchase of **IT equipment and any associated operational costs funded by specific projects** rather than the School's IT Equipment budget, are subject to the same conditions as above, irrespective of whether the project is internally or externally funded. In addition, project budget holders must provide evidence and a written statement that funds are available from the project to cover the costs.

## PROCEDURES

Requests for IT equipment purchases are made via the **Equipment Requisition form** (available from <http://www.gla.ac.uk/schools/education/informationforstaffresearchstudents/>) and submitted under the conditions indicated above. The form needs to be completed in sufficient detail for decision makers to make an informed decision. If sufficient detail is not provided or other conditions (indicated above) are not met, the form will be returned unprocessed.

Details on available desktops and laptops can be found at:

<http://www.gla.ac.uk/services/it/itpurchasing/desktops/>

<http://www.gla.ac.uk/services/it/itpurchasing/laptops/>

<http://www.gla.ac.uk/services/it/itpurchasing/appleproducts/>

The School's Finance Office maintains an **asset register** for all IT equipment purchased by the School. All equipment purchased from University/College/School funds remains the property of the University. Individual members of staff are not permitted to purchase equipment or process any associated costs themselves. When staff **cease employment with the School** all equipment must be returned without delay to the School Finance Office. At this point a returns form must be fully completed and signed by the member of staff.

All staff are responsible for ensuring they take **reasonable care** of all IT equipment, keep mobiles devices secure within reason and use all equipment responsibly in line with University Policy and procedures: <http://www.gla.ac.uk/services/it/regulationscommitteesandpolicies> To **prevent unauthorised access** to your computer or mobile device, the School requires you to ensure that it is locked when left unattended. The University has preferred supplier contracts in place who are authorised to undertake **repairs** and for which processes are in place for the requisition and payment of such. Contact the School's Finance Office for details.