PURPOSE:

The procedure outlines how new hardware and software in the Division of Student Affairs are acquired.

SCOPE:

This document covers the procedures that relate to the acquisition of hardware and software in the Division of Student Affairs. It covers desktop and laptop computers, Cell phones, mobile devices, printers and the software that operate on this equipment.

REFERENCES:

DETAILS OF POLICY / PROCEDURE:

Introduction

In 2004, with the approval of the Vice President of Student Affairs, Student Affairs Information Technology (SAIT) reorganized the way in which new computer equipment and software is to be acquired in the Division. Standard desktop / laptop computers (PCs & MACs) will continue to be treated as capital expenditure but will be acquired by SAIT and will be administered and controlled by SAIT.

The objectives of this scheme are as follows:

- To provide for the automatic replacement of software, PCs, MACs and other computer related equipment in order to keep pace with changing technology. As such, desktop PCs (including MACs) will be replaced every four (4) years. Laptops (including MACs) will be replaced every three (3) years. Software will be replaced when appropriate to keep the division’s technology fresh.
- To reduce the time that SAIT spends on hardware support and repair. All new desktops and Laptops will be purchased with warranties lasting the expected life of the equipment.
- To improve the level of control over the Division’s technology inventory.
- To reduce the total cost of technology to the Division.

Exceptions

- Any exceptions will be identified and adjustments will be made to incorporate them into the overall plan.

Prerequisites

To qualify for a new computer, the following criteria must be satisfied:

- Either
  - New equipment is a replacement for existing equipment, which SAIT has identified as being older than the three or four year cycle for our equipment.
• OR
  • B) The equipment is for a new employee or new position for which no existing and suitable
    workstation is available.
    Note: This will require full written request from the supervisor. This request is to be signed by the
    directors of SAIT and Finance Officer (FO).
  • The department concerned must have budgeted for the new workstation in the operational
    expenditure budget. The new workstation will become a Division asset and managed by SAIT as
    are all other workstations. The new equipment must be adjusted in SAIT’s consolidated budget
    by the FO for the cycle replacement.

SAIT will communicate the planned replacements during the annual budget cycle identifying any
additional requirements known at this time for inclusion in the new budget.

Specification
• Specifications are determined based on the needs of the Division, the departments and the
  configurations offered in the Universities “Bulk Buy” program.

Requisition Process
• All requests for equipment relating to technology must be requested through the office of Student
  Affairs Information Technology (SAIT). Requests are entered via FootPrints.

  Order placements
• All orders are placed by SAIT with the exception of multi-function devices (printer, copier and
  fax). SAIT will provide information on Multi-function devices on request.

Deployments
• SAIT will schedule all deployments with the individuals receiving new equipment.

Costs and Charges
• The cost associated with the purchase of new workstation equipment is allocated through central
  funding in the Division of Student Affairs. However there are exceptions where it is necessary
  to transfer funds from other departments to cover the cost of workstation equipment. If this is
  necessary, it will be discussed with that department.

Reallocation and relocation of equipment

It is essential that all computer equipment within The Division of Student Affairs (SA) be utilized
efficiently. To this end, the following guidelines are to be enforced:
• No equipment may be reallocated without the authority of the SAIT.
• Computer equipment is allocated to the department, user / position, and as such, the computer
  should be used where practical. Computer equipment does not necessarily move with the
  individual. If the individual moves within the division, the new location will have already been
  allocated computer equipment. If this is not so, a request should be submitted to SAIT. If he or
  she should take a new role within the department, there will be an analysis to determine the
  disposition of the equipment.
• All unused computer equipment will be gathered and returned to SAIT’s inventory for use as
  needed within the Division.
• Equipment may not be physically moved by anyone without first contacting SAIT. SAIT will
  then determine if the equipment can be safely moved or if there is the need for assistance from
  SAIT.
Modifications and care of equipment

- Unless otherwise notified, under no circumstances is any staff or students outside of SAIT permitted to modify or upgrade the software or hardware on SAIT provided equipment. All such requests must be sent to SAIT.

Person Responsible

- All individuals are expected to exercise proper care of the equipment. Any misuse of equipment may result in the costs of repairs or replacements being charged to the individual’s department.

Frequency of Change

- The Division of Student Affairs rotates their Computers (Desktops) on a four (4) year cycle. Laptops are rotated on a three (3) year cycle. Other technology equipment is rotated as needed.

Records / Flow Diagrams:

None

Attachments:

None

Creator: Date: 01-04-2008

Revised: Date: 12/16/2009