

# ELECTRONIC DEVICE PROCUREMENT POLICY

<b>POLICY No.:</b>	315-001
<b>SCOPE:</b>	All Faculty, Staff and Administrators
<b>APPROVAL:</b>	Senior Management Team
<b>DATE OF ORIGINAL POLICY:</b>	October, 2008
<b>LAST UPDATED:</b>	May, 2015
<b>SCHEDULED REVISION DATE:</b>	October, 2017
<b>CONTACT:</b>	Director, Computer Services

## **1 Preamble and Purpose**

In recognition of NSCAD University's ("NSCAD") continuing investment in and reliance upon electronic devices, this policy is intended to provide guidance to departments with respect to the procurement of electronic devices

## **2 Definitions**

For the purposes of this policy, "electronic devices" are defined as equipment designed to interface with NSCAD's computing infrastructure. Electronic devices include but are not limited to:

- Desktop and laptop computers including components for same;
- Servers;
- Tablets, smart phones and other cell phones;
- Network switches, hubs and wireless access points;
- Printers;
- Data projectors;

## **3 Requirements**

The purchase of any electronic device must be made pursuant to a capital budget request made by the department head or chair of the purchasing department and approved by the Vice President, Administration. The request should contain an accurate cost of the electronic device, but a reasonable approximation is acceptable if so indicated. The Purchase Order must also be approved by the Director of Computer Services, Vice President, Academic and Vice President, Administration.

#### **4 Guidelines**

- a) A case must be made for each purchase. The case should contain a comprehensive description outlining the need for the equipment, the age and fate of any equipment being replaced and any differences between the proposed purchase and equipment being replaced.
- b) Mobile equipment (e.g. laptops, tablets, smart phones) often do not meet the standards for durability and reliability necessary for enterprise use. In general, this type of equipment has not been a good investment for the University in recent years. When requesting mobile equipment, a case for need must be made.
- c) When making requests, try to provide alternatives. When limited funds are available, an alternative that better fits the University's preferences may receive priority.
- d) Equipment will be replaced on an 'evergreen' model, meaning that older equipment will take priority in considering replacement.
- e) Formal evergreen programs have been established for the replacement of certain equipment. Please consult the Computer Services web site for details when considering a replacement request.

#### **5 Questions**

Any questions regarding this policy should be directed to the Director, Computer Services.