

# ELECTRONIC DEVICE PROCUREMENT POLICY

Effective October 2, 2008

## **1. Preamble and Purpose**

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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. Definition**

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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;
- Personal Digital Assistants ("PDAs") and smart phones;
- Wireless access points;
- Network switches and network hubs;
- Printers; and
- Data projectors.

## **3. Guidelines**

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The purchase of any electronic device must be made pursuant to a non-space budget request made by the department head or chair of the purchasing department and approved by the Vice President Finance. This request may or may not have the exact cost of the electronic device, but should have an approximate cost for the electronic device. Once the request is approved, the purchase must also be approved by the Director of Computer Services.

Should the exact cost of the device be over \$200 including all applicable taxes (in the case of handheld portable devices such as PDAs and smart phones) or \$2,000 including all applicable taxes (in the case of other equipment), it must also be approved by either the President or Vice President Finance.

## **4. Questions**

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

Approved by Management Committee, September 19, 2008