

<b>Policy Name:</b>	Electronic Device Procurement		
<b>Policy No:</b>	6.7	<b>Approval Authority:</b>	Senior Management Team
<b>Volume:</b>	6, Computer Services	<b>Responsible Executive:</b>	Director, Computer Services
<b>Chapter:</b>	7, Electronic Device Procurement	<b>Responsible Office:</b>	Computer Services
<b>Originally issued:</b>	October 2008	<b>Revisions:</b>	May 2015; March 2019

### Policy Statement

Electronic devices are 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. Subsequent purchase orders require the approval of the Director of Computer Services, Vice-President, Academic, and Vice-President, Administration.

### Reason for Policy

In recognition of NSCAD University's ("NSCAD") continuing investment in and reliance on electronic devices, this policy provides guidance to departments and individuals with respect to the procurement of electronic devices.

### Policy Applies to

- All employees who have or are responsible for electronic devices owned and purchased by NSCAD University
- The policy covers all electronic devices as defined below

### Who Should Read this Policy?

- Employees who require an electronic device
- Supervisors of employees who require electronic devices

### Contacts

Please direct any question on policy meaning or application to the Director, Computer Services, 902-444-7203 or [computer@nscad.ca](mailto:computer@nscad.ca).

## Definitions

**Electronic devices:** 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
- Cameras

## The Policy

### Guidelines

1. Make a case for each purchase. The case should contain a comprehensive description outlining the need for the equipment, the age and fate of any replaced equipment and any differences between the proposed purchase and replaced equipment.
2. 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. For detailed information on obtaining a mobile device, refer to Policy 6.5, Mobile Device Policy.
3. When making requests, try to provide alternatives. When limited funds are available, an alternative that better fits the University’s preferences may receive priority.
4. Capital purchase requests for computer equipment are Non-Space Requests submitted annually by department heads through the office of the Vice-President Finance & Administration. A set amount of money is allocated and divided on a priority basis. NSCAD replaces equipment on an ‘evergreen’ model, meaning that older equipment will take priority in considering replacement.
5. Formal evergreen programs may be in place for the replacement of certain electronic devices, for example the Faculty Evergreen Program. Please consult the Computer Services web site when considering a request. These programs are also funded through the Non-Space allocation.

### Forms and Tools:

N/A

### Electronic Device Procurement Policy:

<https://nscad.ca/site-nscad/media/nscad/6.7ElectronicDeviceProcurementPolicy.pdf>