

IT Equipment Purchasing Process Guidelines

Directorate of IT Services

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1 Reasons for process guidelines

The Directorate of IT Services has budgetary responsibility for the provision of IT equipment across the whole of the university and it is also responsible for its maintenance and support.

IT Services must ensure that newly purchased IT equipment is fit for purpose, compatible with existing systems, in support of the University's strategy and can be efficiently maintained and supported throughout its useful life. In order to ensure cost-effectiveness and supportability of IT equipment, IT Services has a range of contracted agreements with several suppliers.

In order to take advantage of the benefits brought in by these agreements and to ensure the compatibility, sustainability and supportability of the IT estate, the guidelines and procedures referred to in this document must be followed when purchasing any piece of IT equipment for use at the university.

2 Who is affected by these guidelines

These process guidelines apply to the purchasing of any piece of IT equipment purchased by any University of Manchester staff for business use. This includes desktop equipment (eg. PCs, laptops, tablets, etc.), peripherals (eg. printers, storage devices, microphone headsets, etc.) and consumables, for use in any office, teaching and research settings. The only exclusions are the purchasing of:

- Mobile phones and related voice/data services;
- Fixed telephony equipment;
- Teaching/presentation audio-visual equipment;
- Software

3 Purchasing of IT equipment

3.1 Purchase requests and funding

These guidelines apply to any member of staff at The University of Manchester wishing to purchase any piece of IT equipment for business use, with the exception of those listed as exclusions in the above section. Approvals for the

purchasing of many IT equipment, mainly consumables and peripherals, will remain unchanged. Where further considerations must be made to configuration and supportability of equipment, however, approval by IT Services will be required. All requests, once approved, will be charged to the appropriate finance code in IT Services.

3.2 Purchasing agreements for standard equipment

Most IT equipment purchases at the university are of:

- Consumables
- Peripherals that require no specialist configuration
- Standard PCs, laptops, tablets and printers of a specification which fulfil the requirements of the vast majority of members of staff.

The University has negotiated favourable agreements with selected suppliers for the above so that this type of equipment can be obtained quickly and cheaply.

It is however anticipated that there may be occasions where equipment of a different specification is needed and non-standard requests can also be made. These will be assessed individually.

3.3 PCs and tablet computers for business use

The university will provide staff with one computing device, either a desktop or a laptop PC, where required. Staff may, in specific circumstances, request both a desktop and a laptop PC for business use. These requests will be assessed individually. Similarly, requests for tablet computers will be assessed on an individual basis. It should be noted that, on occasions, computing devices are allocated to roles, not individuals. In these cases, devices must remain associated to the role and passed on to the new role holder in the event of a change.

3.4 Desktop PC and laptop replacements

The useful life of desktop and laptop PCs for business use at the university is considered to be 4 years. IT Services has processes in place to replace computers after that time, which follow the standard purchasing process including the assessment of the need for non-standard equipment. The replacement of a computer before it reaches the end of its expected useful lifespan will only happen if the requirements for its use have changed and these cannot be met by component upgrades cost-efficiently.