Guidelines to Acquisition of IT Equipment - 2021

<u>Computers</u>

<u>Upgrade computers, monitors and laptop purchased from the University Central Budget</u>
Staff are able to upgrade their workstation regularly as these are acquired through the Computer Upgrade Plan[1].

Procedure: send an email to <u>support@ru.ac.za</u> with the asset number of the workstation and I&TS will respond as to whether computers of a higher specification are currently available.

<u>Academic staff laptops</u>: There is a central fund for replacement of laptops. Apply through the annual budget process by emailing <u>support@ru.ac.za</u>, providing the current asset number if there is one. Permanent Academic and research staff are assisted via this fund.

<u>Other Laptops</u>: Apply through the annual budget process by emailing <u>support@ru.ac.za</u>, providing the current asset number if there is one and a brief motivation to support the request from your line manager or HoD

<u>Specialist Computer and monitors</u>
High specification machines are purchased for those that require machines to run specialised software. Purchase of such equipment requires a strong motivation and ideally should be linked to research and paid for by research funds.

<u>Tablets / iPads</u>
The University does not as a rule purchase these items without some form of motivation

Procedure: Users requiring these items must submit their request through the annual budget cycle administered by Finance. For more details see
<u>http://www.ru.ac.za/finance/budgets/general/</u>
Approval is dependent on the available funds provided from the central budget

<u>Printers</u>
In line with the universities goals of being environmentally aware, standalone printers are not encouraged. However, it is recognised that in some instances, they are necessary. Requests for standalone printers should therefore be accompanied by a motivation. I&TS make an informed decision based on the motivation provided

<u>Multi-function printers</u>
Multi-function printers are installed in departments for use by several staff members. These devices are replaced according to their maintenance contracts and there is no procedure to follow once you are allocated the multi-function printer.

If your department is requiring a MFP, a request must be submitted to <u>support@ru.ac.za</u>.

Printing charges are cost recovered for these printers

Miscellaneous items

Items such as hard drives, flash sticks, headphones etc. can be purchased through the IT Shop using inter-departmental orders (IDO's) or payment into the Rhodes IT Shop account. Proof of payment must be supplied when requesting the item. It is not recommended that you deposit money without ascertaining whether the shop has stock.

ALL IT equipment that is replaced is either written off or cycled within the University. It is the mandate of I&TS to make a decision on the life cycle of the equipment as it is not financially sustainable nor secure to retain aging equipment on the network. Departments and researchers do not have the final decision regarding equipment, even if bought from research funds. Once written off the equipment is disposed of via the University procurement and disposal process.