



Part 10 – Information Technology Services

Parent Policy: Technology Equipment Policy POL 1020

PRD02-OCS-SCS Acquiring New Technology Assets Procedure *Office Computing Services and Student Computing Services*

Procedure Type:	Procurement		
Procedure Sponsor:	Chief Information Officer, Information Technology Services	Effective:	07/01/10
Office of Administrative Responsibility:	Information Technology Services, Office Computing Services, Student Computing Services	Last Reviewed:	06/24/13
Approver:	George Koszegi	Approved:	

1. OVERVIEW

Mount Royal University acquires and deploys a combination of University owned computer equipment and leased equipment. Both leased and capital assets are acquired through authorized vendors (e.g. Dell, Apple).

2. PURPOSE

Before deployment of new office computing assets certain steps must be taken by Mount Royal University's IT Services department. This Procedure outlines specific steps taken by OCS and SCS in acquiring new computer hardware for office and administration deployment.

3. SCOPE

This procedure is intended for OCS and SCS staff and is to be applicable up until actual deployment in the University.

4. DEFINITIONS

4.1 **IT:** Information Technology

4.2 OCS: Office Computer Services

4.3 SCS: Student Computing Services

4.4 STC: Strategic Technology Council

5. PROCEDURES

5.1 ACQUISITION

- 5.1.1 Upon identifying a requirement, requesters contact the Supervisor who will assist them in completion of a standard form for the compilation of information and cost estimates.
- 5.1.2 IT Services recommends the most suitable hardware and alternatives (based on the current standard product lines), provides users with cost estimates, and helps prepare a purchase requisition.
- 5.1.3 Users/Requesters submit the requisition for appropriate management approval.
- 5.1.4 The approved Purchase Requisition (PR) is submitted to the Supervisor to ensure that associated considerations and costs (such as maintenance plan, availability of parts, manuals, training, installation needs, acceptance criteria, compatibility etc.) are clearly identified. The OCS Supervisor initials the requisition to indicate that he/she reviewed it, and documents the installation specifications, the acceptance criteria and the maintenance plan. If there aren't any significant changes, a copy of the Purchase Requisition is sent to Supply Chain services and another copy is sent to the originator. If significant changes are necessary, the changes are recommended on the Purchase Requisition by IT Services, and the entire Purchase Requisition is returned to the originator. Step 5.1.3 is then repeated.
- 5.1.6 In accordance with current Purchasing Policies, the Manager of Purchasing directs the vendor selection, contract negotiation and competitive bidding processes.
- 5.1.7 All requests regarding purchasing or leasing new technology hardware should be submitted at least six to eight weeks before the equipment is needed or desired. This is due to the time the acquiring and deployment process may take.