

TECHNOLOGY HARDWARE PURCHASING PROCEDURES

Document ID	Technology Hardware Purchasing Procedures
Related Documents	Policy for the Use of Software Policy for Acquiring Software Delegations Policy Financial Management Policies and Procedures
Date	16 December 2016
Date of Next Review	16 December 2018
Authorised by	Director of Accreditation, Compliance and Quality Assurance
Approved by	Executive Management Team [10 January 2017]
Version	1.0
Responsible Officer	ICT Manager
References and Legislation	

Contents

1. Purpose.....	2
2. Scope	2
3. Definitions	2
4. Desktop Computer Systems	2
5. Portable Computer Systems.....	2
6. Server Systems	3
7. Computer Peripherals	3
8. Mobile Phones.....	4
9. Document Change Control	4

1. Purpose

This policy provides guidelines for the purchase of hardware for APIC to ensure that all hardware technology for the College is appropriate, value for money and, where applicable, integrates with other technology for the College. The objective of this policy is to ensure that there is minimum diversity of hardware within the College.

2. Scope

All students and employees who use or access APIC's technology equipment and/or services are bound by the conditions of this Policy.

3. Definitions

Item	Definition
<i>Portable computer systems</i>	Includes laptops, notebooks, laptops, tablets and the like.
<i>Computer peripherals</i>	Include devices such as printers, scanners, external hard drives etc.

4. Desktop Computer Systems

Desktop computer systems must run a "Windows 7" or above and integrate with existing hardware.

The desktop computer systems are to be purchased as standard desktop system bundle and be manufactured by an equivalent industry standard.

The desktop computer system bundles are to include:

- Desktop tower
- Desktop screen of 21.5"
- Keyboard and mouse
- Windows 7 or above
- Office 2013 or above
- Speakers, microphone, webcam, printers etc. (To be advised by line-manager).

The minimum capacity of the desktop must be:

- 2.4 GHz –gigahertz
- 8 GB
- Minimum of 4 ports and 2 X USB 3.0 ports

Any change from the above requirements must be authorised by the ICT Manager.

All purchases of desktops are to be supported by standard 12 months' warranty and be compatible with the College's server system.

All purchases for desktops must be in line with the Delegations Policy and the Financial Management Policies and Procedures.

5. Portable Computer Systems

Portable computer systems purchased must run Windows OS

The portable computer systems purchased must be HP, Acer, ASUS, Toshiba, Lenovo or Dell

The minimum capacity of the portable computer system must be:

- 2.4 GHZ
- 8 GB
- 2 USB ports
- Microphone port
- Webcam
- Speakers

Portable computer systems are to have the following software provided:

- Office 2013
- Adobe, Reader
- Internet Explorer
- Firefox
- Google Chrome
- Skype

Any change from the above requirements is to be authorised by the ICT Manager.

Purchases of a portable computer systems are to be supported by standard 12 months' warranty and be compatible with the College's server system.

All purchases for portable computer systems must be in line with the Delegations Policy.

6. Server Systems

Server systems can only be purchased by the ICT Manager, upon recommendations from the IT Team Leader.

Server systems purchased are to be compatible with all other computer hardware in the College.

All purchases of server systems are to be supported by 60 months' warranty, 24hr X 7 day X 365 days/year onsite support and be compatible with the College's other server systems.

Any change from the above requirements must be authorised by the ICT Manager.

All purchases for server systems must be in line with the Delegations Policy.

7. Computer Peripherals

Computer peripherals can only be purchased where they are not included in any hardware purchase or are considered to be an additional requirement to existing peripherals.

Computer peripherals purchased must be compatible with all other computer hardware and software in the College.

The purchase of computer peripherals can only be authorised by Head of ICT Manager upon recommendations by department manager.

All purchases of computer peripherals are to be supported by 12 months' warranty and be compatible with the College's other hardware and software systems.

Any change from the above requirements must be authorised by the ICT Manager.

All purchases for computer peripherals must be in line with the Delegations Policy.

8. Mobile Phones

A mobile phone will only be purchased once the eligibility criteria is met. Refer to the Mobile Phone Policy

Purchases of a mobile phone are to ensure the College takes advantage of volume pricing based discounts and should include the purchase of the phone, data, phone calls and internet charges etc.

The mobile phone must be compatible with the College's current hardware and software systems.

The request for accessories (a hands-free kit etc.) are to be included as part of the initial request for a phone.

The purchase of a mobile phone must be approved by employee's line-manager or the ICT Manager prior to purchase.

Any change from the above requirements must be authorised by ICT Manager.

All purchases of all mobile phones are to be supported by 12 months' standard warranty.

All purchases for mobile phones must be in line with the Delegations Policy.

9. Document Change Control

Version	Change Description	Date	Author
1.0	Placed in new policy format	16 December 2016	Corinne Green