



University of King's College

Computer Replacement for Academic Programmes*

Beginning with the budget year 2016-17 all computer purchases for the academic programs FYP, HOST, EMSP and CSP will be combined into one budget account and managed by the HOST, EMSP, and CSP Administrative Assistant and the FYP Administrative Assistant jointly. The Bursar's Office will provide quarterly reports to them so that they can manage the budget and be accountable for the spending. Computers will be replaced based on the age of the asset regardless of the program.

The Administrative Assistants jointly will maintain a list of computer assets including the date of purchase, serial numbers and faculty names assigned to them. This list will be shared with the Bursar's Office on a quarterly basis to ensure the overall University asset listing is kept up to date. The goal of this policy is to work towards having all computers replaced on a three to four year cycle.

Replacement priority will be given to all tenure track faculty members first. All computer purchases will be made by the Bursar's Office as directed by the programme Administrative Assistants but will be delivered to them. Dalhousie IT will be used for both setup and decommissioning of laptops as required.

All computers purchased will be standard new laptops with up to date technology leveraging a University preferred supplier. A standard laptop will be one that can adequately perform the tasks that the role requires that is the best value. All computers purchased are considered property of the University of King's College. Computer disposals will be handled by the Administrative Assistants as required.

Exception requests to the standard laptop purchase will be dealt with on a case by case and managed by the Administrative Assistants in consultation with the Bursar's office. If there is a request for a non-standard laptop the faculty member may choose to supplement the purchase with personal funds. In this case the laptop is still considered a University Asset but may not be supported by Dalhousie IT depending on the type purchased.

January 23, 2017

* The School of Journalism manages its computer replacements