

Computer and AV Equipment Purchase Policy

Centralized Purchasing

All purchases of computer equipment, peripherals, and audio-visual equipment must be made through North Park's Information Technology (IT) department. Equipment that is not purchased through the IT department will not be supported by the University.

Full-time Employee Computers

Each full-time employee will be provided with one laptop, desktop, or tablet computer, if a computer is necessary for their position. Standard laptop and desktop configurations for Microsoft Windows or Apple MacOS will be offered as options. Requests for a computer outside of the standard configurations will require written justification based on 1) physical needs, 2) software requirements, and/or 3) unique job requirements. Those requests must be endorsed by the employee's Senior Team member and approved by the Director of IT and Vice President for Finance & Administration.

iPads must be purchased through IT. IT will pay for the iPad and necessary accessories if a full-time employee requires a computing device and will use the iPad as their sole device (in place of a computer). If the iPad is a secondary device, the employee's department will be asked to pay for the iPad, warranty, and future upgrades. The request for an iPad as a secondary device must include justification based on software requirements and/or job requirements. The request must be endorsed by the employee's Senior Team member and approved by the Director of IT and Vice President for Finance & Administration.

New Employees and Part-Time Employees

Specific computers or peripherals cannot be promised to a prospective employee without prior approval via the methods and criteria specified elsewhere in this policy. Equipment that is promised without prior approval will not be granted.

If a computer is required for a part-time employee (staff or faculty member), that computer request must be justified to HR with the position hiring request, endorsed in advance by the employee's Senior Team member, and approved by the Director of IT and Vice President for Finance & Administration.

A limited number of loaner laptops are available for short-term loan from IT for adjunct faculty and part-time employees when needed.

Computer Peripherals

A standard keyboard, mouse, and/or video adapter will be provided with the computer if requested. Desktop computers include one standard monitor. Full-time employees with a university-provided computer may request an additional monitor if necessary or substantially beneficial for their job functions.

Computer Upgrades and Returns

Computers and peripherals will be upgraded by IT on a standard schedule, as dictated by technology and budget constraints. Employees must return computers and peripherals to IT upon termination of employment. North Park computers and peripherals are not available for purchase by employees.

Loss or Damage

Lost or stolen computer equipment must be reported to the proper authorities, to campus security, and to IT as soon as possible. Damaged or non-functional equipment should also be reported to IT as soon as possible. Excessive or repeated loss or damage may require further explanation and justification to the Vice President for Finance & Administration.

Related Policies

Enterprise Software Acquisition Policy

Responsible Department

Information Technology Department

Revision History

| Version | Date | Author | Revisions |
|---------|-------------------|-----------------------------|-----------------|
| 1.0 | February 15, 2018 | Information Technology Dept | Initial Version |

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| Version | Date | Author | Revisions |
|----------------|------------------|-----------------------------|--|
| 1.1 | January 19, 2022 | Information Technology Dept | Modified "Computer Peripherals" section to simplify approval for second monitor. |