



University of the Western Cape
Information and Communication
Services

***Desktop Procurement Policy
For full-time university staff***

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May 2002

Purpose

To provide the Administrative, Academic departments and TLTU with the most appropriate hardware and software, based upon the University's computer and network architecture, and on software licensing requirements and to achieve cost savings through multiple licenses and volume purchases. To ensure tracking and management of the institution's assets.

Policy

ICS will define the standards and specifications for the computing equipment to be purchased for use by the staff of the University in a transparent manner.

The ITS budget provides for the procurement of standard desktop systems and peripherals through the ITS computing budget allocation for staff of the University.

The ITS budget is responsible for supplying:

- Standard desktop systems for new staff.
- Upgrading of existing desktop systems to comply with standards where funds allow.
- Shared printing services
- Standard desktop software

Where the computing requirement exceeds these specifications and standards, departments must seek external funding.

The TLTU computing budget provides for the procurement of computing facilities for undergraduate and postgraduate student use within a system of student access areas and laboratories.

Specifications and standards for student computers will be determined by TLTU together with ITS technical specialists so as to maximize the long-term benefits to students of the University.

All I.T equipment will be procured through a central Procurement Office within ICS, according to the buying policies and practices of the University.

Any piece of computing equipment purchased by the user community (hardware and software), must get signoff from ITS.

ITS is the caretaker of all computing assets and I.T infrastructure owned by the University. This makes it ITS's responsibility to effectively manage these assets as per the Universities policies and best practice.

ICT Desktop equipment that has been allocated to a university staff member must remain with the staff member during their service at the University. Reallocation may only take place in collaboration with ITS.

ICT Desktop equipment and networked printers that have been allocated to a department must remain within the department for the period that the equipment is required. Reallocation may only take place in collaboration with ITS.

All desktop equipment (including related peripherals) and networked printers will be secured by means of a cable-lock accessible to the staff member responsible for the equipment. Keys must be kept apart from the equipment.

All ICT equipment that has become redundant in terms of its original purpose may be recovered by ITS for redistribution.

The ITS department will, within the constraints of the computing budget, upgrade all desktop equipment that is below standard specification as determined from time to time. Refer to Appendix A for current specification.

Procedures:

Requesting the allocation of ICT desktop equipment.

Requests for the allocation of ICT desktop equipment must be initiated, via an email to the Helpdesk from a Head of Department, Dean or equivalent.

The request should contain:

- Staff members name, staff number and date started at UWC.
- Department
- Designated location of equipment
- Non-standard hardware and/or software requirements
- By whom authorised

This request will then be forwarded to the ITS Helpdesk who will initiate the process as per the request.

ITS will audit the requirements, as may be required, if the requirements are to be financed from the ITS computing budget

ITS Helpdesk will co-ordinate the acquisition, set-up and configuration of the ICT desktop equipment, as well as the delivery and handover of the equipment and service access codes.

ITS will maintain an asset register of desktop equipment allocated.

ITS will cable-lock the equipment and obtain written acknowledgement of equipment receipt from the department head and new staff member.

Recovering the ICT desktop equipment.

- Where Desktop equipment will need to be recovered, the ICS Service Centre will notify the Head of Department and co-ordinate the return of the ICS desktop equipment.
- ITS will provide written acknowledgement that the equipment has been returned to IT Service for redistribution.
- Human Resources will provide a monthly report to the I.T Director of all new staff as well as staff terminations. This will enable ICS to reallocate computers.

Upgrading ICT desktop equipment.

- Requests for the upgrade of existing ICT desktop equipment must be initiated, via an email, with the ITS Helpdesk.
- ITS will audit the upgrade requirements and initiate an approval process.
- ITS will service, upgrade or replace components as is required subject to budget constraints.
- The ITS Helpdesk will co-ordinate the collection and handover of the upgraded equipment.

Roles & Responsibilities

ITS Helpdesk & Support staff.

- Co-ordinate all requests that relate to the service provisions of the ICS department, including the acquisition, upgrade and recovery of desktop equipment and networked peripherals.
- Maintain an asset register of ICS equipment allocations.
- Cable lock all desktop and network peripheral allocations
- Ensure that terminating staff members return their allocated ICS desktop equipment prior to them leaving. ICS must then verify that they have received the equipment and that the equipment is in a satisfactory condition.

Head of Department, Dean or equivalent.

- Request the allocation desktop equipment and networked peripherals to the ITS Help Desk.
- Ensure that the desktop equipment allocated to the department is well looked after and take all the necessary precautions against theft or abuse of this equipment.
- Ensure that terminating staff members return their allocated ICT desktop equipment prior to them leaving. ITS must then verify that they have received the equipment and that the equipment is in a satisfactory condition.

Academic, Administrative and permanent contracting Staff

- Responsible for ensuring that the equipment allocated is well looked after and that the necessary security measures are taken.

Human Resource Department.

- Ensures that ITS Helpdesk is notified, via email, of new or terminating staff members.
- Ensure that terminating staff members return their allocated ICS desktop equipment prior to them leaving. ITS must then verify that they have received the equipment and that the equipment is in a satisfactory condition.

NOTE: All Users please ensure familiarity with all policies and guidelines that pertain to the ICT environment at UWC

**ICS Policy for the Acquisition of
IT Desktop and Peripheral equipment**

[Appendix A](#)

ICT Desktop Standard Specification for new equipment purchased – for year 2002

<u>Component</u>	<u>Minimum Specification</u>
Processor	Pentium III 1000Mhz
Memory	128Megabytes
Drive Capacity	20 Gigabytes
Screen size	17 inch
Sound card	Yes
CD Rom drive	Yes

Note that the above specification is based on a machines ability to effectively and concurrently run the following suite of software products

MS Windows XP
MS Office XP
MS Explorer 6
GroupWise 5.5 eMail services
Netware 5.1 network services
Sophos InterCheck anti-virus

ICT Desktop Minimum Specification. Any desktop with a lesser specification to be replaced subject to availability of funds.

<u>Component</u>	<u>Minimum Specification</u>
Processor	Pentium I 75Mhz
Memory	32 Megabytes
Drive Capacity	2.6 Gigabytes
Screen size	14 inch
Sound card	Non
CD Rom drive	Non

UP DATE OF STANDARDS TO FOLLOW AT END OF JAN 05

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