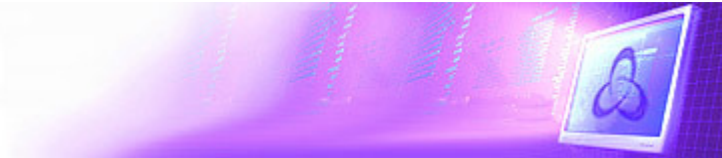


# Purchasing



## Policy

It is University policy that **all** ICT and related equipment must be purchased in consultation with and by Computing Services. Equipment purchased outside of this policy may not be supported and Computing Services cannot be held responsible for loss or damage to data or systems where unsupported equipment has been involved. For details of support for equipment purchased by other than the Computing Services department, please refer to [What we do](#).

Where equipment cannot be provided through central funds, the purchase order must be raised by Computing Services. On receipt of a completed Purchase Order Requisition form signed by the relevant budget holder, a recharge will be made directly to that budget upon receipt of an invoice. We will endeavour to keep you informed of the progress of all purchases.

**Computing Services Requests for Equipment 2010- 11** - In order that the annual Computing Services budget setting process aligns with the University budget setting process, requests for computing equipment for the academic year 2010-11 must be submitted to the Computing Services department by **(Date to be advised)**. Please note that any unfulfilled requests from 2009/2010 will not be automatically carried forward. If you are in any doubt regarding outstanding requests please contact your [Computing Liaison Officer](#) who will also be able to offer advice on this year's bid.

All requests should be justified and fit into one of the following categories:

- New members of staff – please note this means additional staff (new posts), not replacements.
- Requirement for new hardware or software for course related purposes. This should have either arisen from a specific new requirement identified on a Programme Proposal Planning Form or as a consequence of exceeding student numbers which could be accommodated by normal or previously allocated resources. Reference to the relevant Programme Proposal Planning Form will be required.
- New requirements of hardware and/or software for academic research, scholarly work or development. Requests must be supported by justification from the HoD.
- New equipment for existing staff to accommodate necessary change to existing working practices. Requests must be supported by justification from the HoD with reference to supporting policy statements, such as the Information Strategy.

Please note that all request for equipment must only come from the Head of Department or the nominated IT Representative.