**Guidelines to the acquisition of IT Equipment**

**Computers**

Upgrade computers and monitors

Staff are able to upgrade their current workstation regularly as these are acquired through the Computer Upgrade Plan1.

Send an email to support@ru.ac.za with the asset number of the workstation and I&TS will respond as to whether there are computers available of a higher specification than your current machine.

New computer equipment (including laptops and monitors) - high specification machines are purchased for those that require machines to run specialised software.

These need to be applied for in the annual budget cycle. Please complete the application form <https://forms.gle/azX2oYSm2LSRoGuU8>, or if it is outside of the annual budget cycle, send an email to t.chambers@ru.ac.za with a motivation, including the software that will be used and the current asset number.

Tablets / iPads

These are normally purchased through research funds, however, where there are special job requirements to use these devices, they can be budgeted for by sending an email to t.chambers@ru.ac.za, together with a motivation.

**Research Grants**

Some research grants make provision for the purchase of equipment such as laptops. Staff wishing to purchase using research funds need to contact the Research Office for information and approval.

**Printers**

In line with the university's goals of being environmentally aware, standalone printers are not encouraged. However, it is recognised that in some instances, they are necessary. If the purchase is to be independently funded, please contact the Buyers Office for recommended brands. For inclusion in budget requests, please send an email to t.chambers@ru.ac.za with a motivation and details of the printer required (e.g. black & white, colour, A4 and/or A3, networked etc.)

**Multi-function printers**

Multi-function printers are installed in departments for use by several staff members. These devices are replaced according to their maintenance contracts.

If your department is requiring a MFP, a request must be submitted to support@ru.ac.za.

**Budget requests**

Decisions regarding budget requests are finalised in January/February of the following year after the decision has been approved by Council. Staff will be notified accordingly.

**Network Points / Wireless access points**

New network points required should be budgeted for in the annual budget requests. Send an email to t.chambers@ru.ac.za, stipulating the required number of points, venue / building and room number.

**Miscellaneous items**

Items such as hard drives, flash sticks, headphones etc. can be purchased through the IT Shop using inter-departmental orders (IDO’s).

**New approved positions**

The Human Resources Division will budget accordingly for equipment required in the establishment of new posts approved by Staffing Committee. This includes telephones and network points. SARChI chairs must budget accordingly for network points and computers.

**Purchase Procedure**

All computer equipment purchases must be processed through the Buyer’s Office. The Buyer’s Office will provide staff with current specifications of equipment, preferred suppliers and will obtain quotes for staff.

1Upgrade Plan - computers are purchased for the computer laboratories on a regular basis and the computers from the labs are distributed to staff. This is made possible by the university purchasing cutting edge equipment.