


<b>Category</b>	IT Infrastructure and Services	<b>Policy Number</b>	SUP-ITS-701	 جامعة زايد ZAYED UNIVERSITY
<b>Distribution</b>	External	<b>Version</b>	1.2	
<b>Responsible Office</b>	CAFO	<b>Policy Owner</b>	IT Department	
<b>Date Approved</b>	28 February 2022	<b>Effective Date</b>	28 February 2022	
<b>Date Last Reviewed</b>	28 February 2022	<b>Due Date for Next Review</b>	28 February 2025	

## POLICY

### Computer Hardware

#### 1. Purpose

This policy outlines the guidelines for purchase of computer hardware for use in Zayed University.

#### 2. Scope of Application

This policy applies to all major computer hardware requests and any other requests for which one or more of the following conditions apply:

- a) The cost of the hardware is to be charged to the Information Technology Department budget.
- b) The hardware is to be connected to the campus network.
- c) The hardware is to be installed for use in a university teaching laboratory.

#### 3. Policy

**3.1** All hardware purchased for university use requires approval through university procedures upon a recommendation by the Information Technology Department (ITD). Only recognized industry standard hardware will normally be approved. ITD will maintain a complete inventory, including licensing, of all hardware purchased by the university.

**3.2** Preference will be given to stable, multi-platform hardware of wide utility that meets specified standards.

**3.3** All requests must have the approval of the Unit/Department Head and the Director/Dean. ITD reviews requests, makes a technical evaluation after tender, and makes a recommendation to the Purchasing Committee.

**3.4** ITD will assess the availability of personnel, the complexity of the product, and the proposed usage to determine the potential demand on information technology support services.

**3.5** The following factors will be considered to determine whether the cost of the hardware will be paid by ITD or by the college/department submitting the request:

- a) **Audience:** To determine if the hardware requested is to be used by multiple departments/colleges or by individual staff, faculty, or students.
- b) **Management:** To determine if the hardware will be managed by ITD or the requesting entity.

c) **Functionality:** To determine if the hardware requested provides unique functionality to the requestor's specific requirements.

d) **Fees:** To determine if any additional support costs would be required.

3.6 Hardware devices must be in compliance with applicable licenses and ZU agreements.

#### 4. Related Policies and Laws

SUP-CNP-101 Procurement and Warehouse Management

#### 5. Administration

This policy is administered by the Information Technology Department. Any questions can be directed to the Director of the Information Technology Department.

#### 6. Revision History

Date	Revision
19 February 2023	Administrative change: <ul style="list-style-type: none"><li>• Updated the information header and policy numbers to be in line with the new format.</li><li>• Updated the policy number from SUP-ITS-10 to SUP-ITS-701.</li></ul>
28 February 2022	Non-substantive revisions approved by the CAFO: <ul style="list-style-type: none"><li>• Added Internal Distribution.</li><li>• Reformatted to be consistent with current university formatting.</li><li>• Reworded Article 3.5 for greater clarity.</li><li>• Added Article 3.6.</li><li>• Updated the Related Policies.</li></ul>
6 January 2020	Updated the policy number to SUP-ITS-701 from ACA-INF-01.
17 January 2018	Minor revisions and non-substantive changes approved by the President.
1 October 2000	Policy approved