

Memo: School of Mathematics and Statistics IT Equipment Purchasing Policy

A permanent member of academic staff may request appropriate IT equipment from the School, subject to a rolling budget restriction of €1,000 over a three year period. The precise specification of the equipment will be decided by the staff member in consultation with the School IT Support Engineer (currently Alex Gubic) and the School Head of Finance (currently Stephen Gardiner).

Staff are expected to use a grant or other funds for computer equipment whenever possible, because School computer purchases come directly from the school non-pay budget.

After the equipment to be purchased is decided on, approval will be given by the Head of Finance and the purchase will be made by the IT Support Engineer through the university eProcurement system.

IT equipment will be provided to temporary staff members on a similar basis. This may involve the reallocation of existing equipment for those on shorter contracts. All IT equipment that is supplied remains the property of the School.

Emergency replacements (e.g. hard disk due to failure) are not included.

Gary McGuire

Head of School
29 February 2016