



Part 10 – Information Technology Services

Parent Policy: Technology Equipment Policy POL 1020

PRD07-SCS Dell Financial Services Leasing Procedure *Student Computing Services*

Procedure Type:	Procurement		
Procedure Sponsor:	Chief Information Officer, Information Technology Services,	Effective:	07/01/10
Office of Administrative Responsibility:	DataCentre Services, Information Technology Services	Last Reviewed:	06/24/13
Approver:	George Koszegi	Approved:	

1. OVERVIEW

Mount Royal University currently leases large quantities of Dell technology equipment for institutional use. Among other things, Dell hardware is primarily used for administrative personal computers and the personal computers in academic labs, classrooms and kiosks throughout the campus.

2. PURPOSE

To outline the steps in receiving newly arrived Dell hardware for SCS and Supply Chain.

3. SCOPE

This procedure is mainly intended for SCS staff within the IT Services department.

4. DEFINITIONS

4.1 **DFS:** Dell Financial Services

4.2 FOAP: A number used to identify the type of purchase order. Each letter stands for a part of the 20 digit ID number; Fund Organization Account Program Activity.

4.3 PO: Purchase Order

4.4 SCS: Student Computing Services

5. PROCEDURES

5.1 LEASING PROCEDURE

5.1.1 All Dell technology hardware will be acquired on a lease schedule (usually every four years).

5.1.2 Equipment is ordered on a yearly basis in June for July delivery based on lease expiration of the equipment in active use.

5.1.3 A fund has been created by Financial Services to pay lease schedules. New inventory can be ordered when the need arises but the current year's budget will have to be adhered to.

5.1.4 Equipment will then be delivered to Receiving Dock 6 and the receiver checks packages for any obvious signs of damage, matches quantity delivered to packing slip, and marks it received in Banner. The equipment is then delivered directly to the SCS Supervisor unless it is a larger order. Goods are then delivered to a pre-determined holding area. The Receiving Supervisor must be notified ahead of the delivery. Two copies of the packing slip are delivered with the equipment with one being signed and returned to the receiver.

RELATED LINKS (if applicable)

- **Instructions/Forms:** Name any related instructions or forms.