
GA 22. Equipment Ordering Procedure

Title:	Equipment Ordering Procedure
Policy Number:	GA 22/07.18
Effective Date:	July 24, 2018
Issuing Authority:	Office of the President

1. RATIONALE

This procedure is to serve as a set of guidelines for all RHU Faculty and Staff who choose to order computing equipment.

2. Procedure

1. Submit your order to the RHU CSS Department.
2. Your order will be routed through the appropriate approving channels.
3. Once your order has been approved, it will be routed to the Purchasing and Procurement department.
4. When your equipment arrives, the CSS Department will retrieve your equipment and configure it, if necessary, prior to delivering it to you.

NOTE: All technology orders must be received by the CSS department before it can be released to the purchaser. This is to ensure that the proper software is installed and all equipment is properly tagged and placed in inventory.

3. STAKEHOLDER IMPACT AND SCOPE

It is the responsibility of each RHU student and staff member to familiarize themselves with policies and procedures relevant to their area of work, and execute their responsibilities in reviewing petitions and completing forms accordingly.

4. RELATED DOCUMENTS

IT Manual

5. APPROVAL AND REVIEW

OFFICER RESPONSIBLE: VP for Development and Information Technology

AUTHORITY: University Administrative Board

POLICY REVIEWED BY: VP for Development and Information Technology, Client Support and Services Supervisor

EFFECTIVE DATE: July 24, 2018

REVIEW DATE: As needed

REVISION HISTORY: None.

RELATED POLICIES: All University Policies and Procedures

FINAL APPROVAL BY THE PRESIDENT:

Signature:

Date: