



## Part 10 – Information Technology Services

### Parent Policy: Technology Equipment Policy POL 1020

#### PRC02-OCS Dell Financial Services Leasing Process *Office Computing Services*

<b>Procedure Type:</b>	Procurement		
<b>Procedure Sponsor:</b>	Chief Information Officer, Information Technology Services,	<b>Effective:</b>	07/01/10
<b>Office of Administrative Responsibility:</b>	DataCentre Services, Information Technology Services	<b>Last Reviewed:</b>	6/24/13
<b>Approver:</b>	George Koszegi	<b>Approved:</b>	

#### 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 delivered Dell hardware for OCS and Supply Chain.

#### 3. SCOPE

This procedure is mainly intended for OCS 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 OCS:** Office Computing Services

## 5. PROCEDURES

### 5.1 LEASING PROCEDURE

- 5.1.1 Dell technology hardware will be acquired on a lease schedule and an inventory will be kept by IT Services from where stock will be taken when required.
- 5.1.2 When the need for a primary faculty and staff workstation computer arises in departments other than IT Services, requisitions are to be sent to the OCS Supervisor. The requesting department will be supplied from IT Services inventory. The requisition is held as a record in IT Services and no purchase order is created.
- 5.1.3 The OCS Supervisor will check, and amend when necessary, that requisition FOAP is accounted to 79020 and check for proper signing authority from "Signing Levels" on Lotus Notes; use Level 4 for all departments and use Level 5 in IT Services.
- 5.1.4 The OCS Supervisor will carry out a journal entry with reference to a requisition number thus creating a chargeback to the department for **full purchase price** of the acquisition and **not** the lease payment cost. Debit department FOAP by using the a/c code 79020 and Credit IT Services FOAP.
- 5.1.5 When inventory stock is running low the OCS Supervisor will obtain quotes from Dell and submit them with the completed requisition to the Buyer in supply Chain Services for lease ordering through DFS. Information on the requisition will include whether it is a Capital or Operating lease. Both a signature from IT Services CIO and the Supply Chain Services Manager is needed.
- 5.1.6 The Buyer will enter requisition into Banner to create a purchase order with zero encumbrances. The PO will clearly state details of lease. Once complete and approved the PO will be emailed to Dell with a copy sent to the OCS Supervisor, SCS Supervisor or DataCentre supervisor depending on who is the requestor with IT Services. An additional copy will be sent to MRU Finance. Dell will respond to the

buyers email and (and those also cc'd) with DFS PO #, also copying DFS giving instructions to release the order.

5.1.7 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.

5.1.8 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 OCS 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.