



Device Purchasing and Management

Standard

1 Purpose

End user devices are provided from approved suppliers to all staff, associates and postgraduate researchers ('Users') as required for their role. This document sets out the principles applied to the purchasing and management for end user devices within the University of Nottingham United Kingdom (the 'University') to ensure that:

- Users have access to the most appropriate device to enable them in achieving the strategic goals of the University;
- The approved procurement route allows for quicker turnaround times, a smoother end-user experience, increased budgetary control, more cost-effective purchasing and value for money;
- Devices are optimised and configured, fully tested and approved, meet security standards and supported.

2 Scope

All devices (desktops, laptops and tablets, including Apple Macs and iPads) that are purchased using faculty/school/departmental budget or research grants (where permitted) for staff, associates and post graduate researchers for them to fulfil their duties at the University of Nottingham United Kingdom are in scope of this standard. The principles of this standard apply to the lifespan of the device.

Mobile phones, audio visual equipment, peripherals and accessories are not in scope. Purchasing individual printers is prohibited and printing services are provided centrally via the Managed Print Service.

3 Definitions

Acronym/Term	Definition
Asset Register	A central record that enables the University to track and manage devices throughout their lifecycle, verify purchasing compliance, plan upgrades or replacements, manage risks, and make informed decisions about IT investments. It also plays a critical role in security management by helping to ensure that all assets are accounted for and properly maintained
Device	Refers to the hardware that people use to interact with data and applications (such as desktop PC, laptop and tablet, including Apple Macs and iPads)
DTS	Digital and Technology Services

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Acronym/Term	Definition
Peripheral	Any external item that provides input and output (such as monitor, keyboard, mouse, docking station, headset, charger, cables)
User	Staff, associates and postgraduate researchers

4 Roles and Responsibilities

The **Head of Faculty or School/Director of Department** is accountable for the devices allocated to their area. They, and their delegated **Budget Holders**, are responsible for ensuring that sufficient funds are available for the purchase of devices, prior to incurring any expenditure. They must ensure that staff in their faculty/school//department understand and follow this standard.

Budget Holders are responsible for device spend and must approve any non-standard or additional device purchase requests.

Line Managers must ensure that staff are allocated with devices that they need to perform their duties and such devices can accept security patches and are fully supported. Line Managers and people with authority to purchase devices must make requests in compliance with the requirements outlined in this standard and the device purchasing process.

Users are responsible for preventing unauthorised access to their assigned device(s) and must report any loss/theft/damage to their Line Manager and the [IT Service Desk](#) immediately. For example, users should always keep their devices with them but as a minimum must not leave them unattended and unsecure, such as on display in a vehicle or on public transport.

The **Chief Digital Officer** will ensure that DTS maintains and supports the device purchasing process, and that an asset register is established and kept up to date.

5 Requirements

5.1 Device Requests

Where possible unused or returned devices should be allocated before purchasing new. DTS may re-issue an in-stock device rather than obtaining new.

Device requests and approvals must be made by authorised individuals *via* the current purchasing process (refer to IT Device Management Process). Devices must not be purchased *via* any other means (i.e., expenses).

At the time of request devices should be assigned to a nominated individual/role or area/team (for shared devices). Bulk purchasing for an unspecified purpose at the time of request should be avoided. Bulk purchase requests should be discussed and progressed with DTS.

Version	1.0
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Individuals should not be assigned more than one device at any given time, but their role may require them to have several devices (i.e., one laptop and one iPad). Additional devices must be approved (see 5.8 Exceptions and Non-Standard Devices).

Devices must be purchased from an approved supplier. These devices are optimised and configured, fully tested and approved, and provided with a 4-year warranty period. An additional 1-year warranty period may be purchased upfront (at additional cost).

5.2 Asset Register

DTS shall compile an Asset Register of all devices and their user/location and update it with device requests and supplier reports.

DTS shall periodically review the Asset Register. Where a device warranty is due to expire DTS will notify the assigned user and/or their Line Manager (or delegate) who must ensure that a device request is submitted (see 5.1 Device Requests) and/or the out of warranty device is disposed (see 5.7 Disposal).

Line Managers are required to notify DTS if a device allocation changes, it is lost/stolen or it is disposed. In such cases, DTS shall update the Asset Register accordingly.

5.3 Replacement Equipment

Devices must be used for their entire lifespan and not replaced unless damaged/unfixable or irretrievable.

The lifespan of devices purchased from an approved supplier is fully covered by third-party warranty. Line Managers must ensure that devices at the end of their warranty period are seamlessly replaced by another device. Replacing devices ensures that equipment stays secure (supporting all the latest updates) and supportable. It also ensures [equipment](#) is aligned to current device purchasing standards and technologies.

A business justification and additional approval is required for early replacement or non-standard specification device (see 5.8 Exceptions and Non-Standard Devices).

5.4 Loss/Damage/Theft

Users must report any device loss, theft or damage to their Line Manager and the [IT Service Desk](#) immediately. DTS will support the repair and/or temporary device replacement until such time a permanent solution is implemented.

5.5 Returns/Transfers

All devices, including those purchased using grant funding, are the property of the University and must be returned to Line Managers when users leave the organisation, or the device is no longer required. Users must return their equipment and their Line Manager is responsible for ensuring this occurs.

Returned devices still within their lifespan will be checked, wiped and may be reallocated to another user by DTS as soon as practicable.

Version	1.0
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If a user moves to a different faculty, school or department the Line Manager should facilitate either the transfer of the device or its return.

5.6 Reasonable adjustments

It is the Line Manager's responsibility to ensure reasonable adjustments are in place for staff, and many arrangements can be put in place without the need for occupational health support. Where support is needed, colleagues should be referred to the Occupational Health team to establish if they require reasonable adjustments.

5.7 Disposal

Out of warranty devices must be disposed using the University-approved contractor. Devices must be stored securely until collection.

Devices must not be disposed of in skips, dumps, or landfill.

Devices must not be sold, traded-in or donated.

DTS shall maintain device disposal records.

5.8 Exceptions and Non-Standard Devices

Additional devices may be purchased if required to fulfil a specific need which cannot be met using a single allocated device.

Non-standard devices may be purchased if existing options are not suitable. If the approved supplier is not used the Procurement Policy applies when seeking an alternate supplier.

All non-standard and additional device purchase requests must be supported by a business justification and authorised by the Budget Holder.

All non-standard devices must be purchased with a minimum 4-year warranty period and be capable of receiving the latest security patches. Anything that is deemed as non-standard will receive a bespoke delivery timeline depending on the device-type and current build timelines from the supplier.

5.9 Compliance and Monitoring

Requirements of this standard not only ensure value for money but also helps ensure that devices are secure, up-to-date, and compliant with University device standards, with the goal of protecting the network and data from unauthorised access. Failure to adhere to this standard may lead to unnecessary spend, poor quality devices and support services, or put the University at risk of data or legal licensing breach claims and reputational damage.

DTS shall periodically verify compliance with this standard and the device purchasing process. Non-compliance shall be reported to the relevant Head of Faculty/School or Director of Department for appropriate action to be taken. The Chief Digital Officer shall

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review the outcomes of monitoring activities and escalate to University Committee as appropriate.

The University may perform monitoring activities of device spend and inventories to verify compliance with this standard.

6 Associated Documents, Appendices and Resources

Procurement Policy

Information Security Policy

Data Protection Policy

[Schedule of Delegated Financial Authorities](#)

IT Device Management Process

For further information and advice, please contact [Digital and Technology Services](#).

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