Scope
This policy applies to the College of Dentistry’s protocol for purchasing and inventory of computer equipment and peripherals.

Policy
The University of Iowa Controller’s office has a policy regarding computer inventory and internal control. This policy was created to ensure proper procurement and safeguarding of computer equipment. The complete policy can be reviewed at the link below.

The College of Dentistry currently tracks all computers and laptops, and most printers, that we have purchased and/or help purchase, in a database that complies with the policy as it is written. We believe the policy should include all computer equipment, not just computers, laptops and printers. Therefore, we are going to expand our tracking to include all computer equipment purchased with University money, which will include tablet computers (iPad, android), scanners, monitors and all other computer equipment not mentioned.

In order for the college to comply with the University inventory policy, all computer and computer related hardware and software must be purchased through Technology and Media Services. This includes all computer equipment, hardware, software and software updates that are purchased on a University requisition or procurement card. All software updates for existing College of Dentistry software applications must be routed through Technology and Media services to ensure compatibility with existing systems.

Working together on all computer hardware and software purchases will ensure that all equipment is compatible with existing systems, can be supported by Technology and Media Services and is purchased through vendors that have contracts with the University. Many of these contracts allow us to purchase equipment at a significant savings over local vendors such as Best Buy or online websites. This will guarantee that the college is getting the best price and not over paying for equipment.

Any exceptions to this policy must be approved by the Technology and Media Services Director.
Resources
Computer Inventory and Internal Control Policy
http://controller.fo.uiowa.edu/computer-inventory-and-internal-control-policy