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 created 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 Technology and Media Services department currently tracks all computers, laptops, tablets and peripherals that have purchased with University funds, in a database that complies with the policy as it is written.

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, printers, 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.

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