TITLE: Financial Support for Medical School Computer Hardware

SPONSOR: Chicago Medical School (CMS) Dean’s Office

EFFECTIVE DATE: November 11, 2020

INTRODUCTION AND PURPOSE:

Seamlessly functioning computers and related hardware are essential to faculty and staff execution of CMS operations. The CMS administration wishes to ensure faculty and staff technology needs are met, while guaranteeing budgetary stewardship. This policy is for the purposes of establishing guidelines for appropriate faculty and staff computer hardware purchases.

CANCELLATION:

Subject to availability of funds.

SCOPE AND APPLICABILITY:

Computer or related hardware purchases must be necessary to effectively perform a CMS employee’s duties.

POLICY STATEMENTS:

CMS employees are entitled to one computer expected to last the number of years recommended by the University IT department, as well as an accompanying monitor, keyboard, and mouse. In the event of a need for special accommodation, the CMS Dean or Vice Dean, and CMS Director of Business Operations will assess the need to determine if additional equipment (e.g. standing desk, second monitor, desktop printer, laptop computer, etc.) should be approved.

DEFINITIONS:

N/A
PROCEDURES:

Purchases must receive prior approval from an employee’s supervisor, the cost center owner, the CMS Director of Business Operations, and University IT.

Purchases must adhere to all University technology policies and be made following University purchasing procedures.

POINTS OF CONTACT:
CMS Director of Business Operations

REFERENCES AND RELATED POLICIES:
University technology policies
University purchasing procedures