

Policy Title: Laptop and Desktop Leasing

Policy Owner: Chief Financial Officer, Finance and Business Services Centre

Keywords: Leasing, Laptop, Desktop, Finance

Policy Code: PL293 [ad096]

[Intent](#)

[Organisational Scope](#)

[Definitions](#)

[Policy Content](#)

[Accountabilities and Responsibilities](#)

[Related Documents](#)

[Contact Information](#)

[Approval History](#)

1. INTENT

- 1.1 This policy establishes the framework for the consistent approach to the planning, ordering, deployment, tracking, monitoring and retirement of laptops and desktops that are acquired through the leasing process.
- 1.2 The aim is to ensure that the leasing process is transparent, equitable and fair to all Schools and Service Centres.

2. ORGANISATIONAL SCOPE

- 2.1 This policy applies to all ECU staff involved in using or leasing laptops and desktops at the University.

3. DEFINITIONS

TERM	DEFINITION
Leased Item	Computer hardware (running either the Apple or Windows platforms) or peripherals that fall under a rental agreement, which allows the Leased Item User to make use of the computer hardware or peripherals in exchange for periodic lease payments.
Leased Item Custodian	A member of staff, nominated by their Business Unit Manager, who has day to day responsibility and accountability for the management and disposal of any Leased Items in a Business Unit. (Asset Custodian in the Asset Management and Disposal Policy)
Leased Item User	A member of staff who has been delegated responsibility and accountability from their Business Unit Manager for the responsible use and proper storage of the Leased Item. (Asset Assignee in the Asset Management and Disposal Policy)

TERM	DEFINITION
SOE	Standard Operating Environment (SOE) computer hardware as defined by the Information Technology Services Centre (ITSC) in the SOE Policy PL198.

4. POLICY CONTENT

- 4.1 The sourcing and leasing of all SOE laptops and desktops will be managed and disposed of in accordance with this Policy and the *Leasing SOE & Non-SOE Laptop and Desktop Guidelines* (Appendix A).
- 4.2 The *Leasing SOE & Non-SOE Laptop and Desktop Guidelines* describe the procedures that should be applied to the planning, ordering, deployment, tracking, monitoring and retirement of laptops and desktops that are acquired through the leasing process.
- 4.3 All SOE laptops and desktops will be leased by the University. Schools and Service Centres are also encouraged to lease non-standard items (non-SOE), however are permitted to purchase non-SOE items for the following reasons:
 - 4.3.1 An advanced or higher specification computer is required; or
 - 4.3.2 There is a requirement to expend funds in the calendar year (for example: research or government grant or other tied-related funds).
- 4.4 ECU staff are strongly discouraged from buying out Leased Items for private use. If the option is pursued, the staff member would be responsible for all of the associated buyout costs including the remaining Leased Item's residual value, fringe benefits tax liability, technology charge of 35% and an administration charge of 35% of the market value of the Leased Item. The total cost could be considerable for one Leased Item.
- 4.5 If staff have any questions, concerns or issues, they should contact the Manager, Strategic Procurement & Business Services for guidance.

5. EXEMPTIONS

- 5.1 Exemptions to this Policy are at the discretion of the Chief Financial Officer (or nominee) and must be approved in writing for a term not exceeding the next Policy review date.

6. ACCOUNTABILITIES AND RESPONSIBILITIES

- 6.1 In relation to this policy, the following positions are responsible for the following:

Policy Owner

The Chief Financial Officer has overall responsibility for the content of this policy and its operation at ECU.

Staff

Staff are required to comply with the content of this policy and to seek guidance in the event of uncertainty as to its application.

7. RELATED DOCUMENTS

7.1 The policy is supported by the following Policies, Standards and/or Procedures:

- 7.1.1 [Information Security Policy \(PL265\)](#);
- 7.1.2 [Acceptable Use of Information Systems \(PL268\)](#);
- 7.1.3 [Strategic Procurement Policy \(PL260\)](#); and
- 7.1.4 [Standard Operating Environment \(PL198\)](#).

8. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Chief Financial Officer
All Enquiries Contact:	Tony Wilson, Manager Strategic Procurement & Business Services
Telephone:	08 6304 2101
Email Address:	a.wilson@ecu.edu.au

9. APPROVAL HISTORY

Policy Approved by:	Vice Chancellor
Date Policy First Approved:	27 September 2018
Date Last Modified:	
Revision History:	
Next Revision Due:	27 September 2021
TRIM File Reference	SUB/88549

Appendix A

Leasing SOE and Non-SOE Laptop and Desktop Guidelines

1. AIM

The aim of these Guidelines is to provide guidance on the end-to-end activities that should be applied to the planning, ordering, deployment, tracking, monitoring and retirement of laptops and desktops that are acquired through the leasing process.

2. ORGANISATIONAL SCOPE

These Guidelines apply to all ECU staff involved in sourcing SOE and non-SOE laptops and desktops on behalf of the University.

3. CONTENT

3.1. Ordering Leased Items

- 3.1.1. Schools or Service Centres shall place a request for a Leased Item through the Information Technology Service Centre (ITSC) via the IT Services Kiosk. ITSC will then place the order with the University's Preferred Supplier.
- 3.1.2. Once an order is placed, it cannot be recalled, cancelled or changed. If a School or Service Centre should order an item incorrectly, the School or Centre will be required to receive the item and bear the cost of the full lease term.
- 3.1.3. The cost of the Leased Item will be processed through to the originating School or Service Centre. Schools / Service Centres may seek to find an alternative user for any unwanted devices, however if this occurs then the item must be correctly transferred to the new owner.
- 3.1.4. ITSC is responsible for receiving the Leased Item and arranging the imaging, scheduling and deployment to the relevant School or Service Centre unless otherwise agreed with the School or Service Centre. The deployment timeframe will be determined in consultation with the School or Service Centre.

3.2. Replacement/Retirement of Leased Items

- 3.2.1. Three months prior to the cessation of the lease, ITSC shall notify the Leased Item Custodian and/or the School Operations Managers of the upcoming lease expiry, providing them with the following options:
 - **Replacement:** Terminate the existing lease and obtain new equipment under a new lease (recommended option);
 - **Retirement:** The existing lease will be terminated and the designated Leased Item must be returned to ITSC for decommissioning (recommended if replacement equipment is not required);
 - **Extension:** The existing lease is extended (not recommended and requires additional review/consultation with the Business / Finance Managers); and

- **Other:** There may be another status applicable to the Leased Item, for example, the Leased Item was recently retired or recent change of cost centre ownership not captured in The Asset Advantage (TAA) system or iAssets in Oracle.
- 3.2.2. The School or Service Centre must inform ITSC of their selected option within 4 weeks of notification. In consultation with the School or Service Centre, ITSC will then make the appropriate arrangements, including planning, ordering and seeking the relevant financial delegates approval.
- 3.2.3. It is not recommended to buy-out a Leased Item or extend the lease beyond 36 months, as these are not the most cost effective options for the University. However, if such options are justifiable, approval must be sought from the relevant Business or Finance Manager of the School or Service Centre. It is the responsibility of the School to seek this approval and provide evidence of the approval and a statement of the reason for the buy-out to ITSC. Accepted rationale to buy-out a Leased Item includes:
- Leased Item is missing, stolen or damaged;
 - Leased Item will not be replaced in the near future and the expected use of the existing Leased Item is less than 12 months; or
 - Other rationale deemed acceptable by the Business or Finance Manager.
- 3.2.4. Schools and Service Centres will continue to pay the monthly lease charges on Leased Items until the Leased Item has been properly decommissioned. Schools or Service Centres may not be responsible for charges beyond its control. This will be investigated on a case-by-case basis.
- 3.2.5. Once the Leased Item is received from the School or Service Centre, ITSC is responsible to raise a Return Order in the Asset Advantage (TAA) system no later than 1 month in advance of the end of the lease date. The Leased Item must be returned to the leasing company no later than the 5th day of the following month.

3.3. Deployment of Leased Items

- 3.3.1. Deployments to Schools and Service Centre (scheduling) will be finalised by ITSC, in consultation with the School or Service Centre, within two weeks of receipt of the Leased Item from the University's Preferred Supplier.
- 3.3.2. During the deployment process, the Leased Item Custodian or Leased Item User (or delegate) must acknowledge the receipt of new Leased Items and the return (non-return) of the designated Leased Item via the Deployment Checklist.
- 3.3.3. Schools and Service Centres must return the designated old Leased Item along with the AV charger. A designated Leased Item cannot be substituted with another similar Leased or Non-Leased Item at the point of return.
- 3.3.4. The signed Deployment Checklist is a critical document that is evidence that a designated Leased Item has been returned to ITSC for decommissioning. Without the signed Deployment Checklist, the onus is on the School or Service Centre to prove that the Leased Item has been returned.

- 3.3.5. ITSC will change the location of the old designated Leased Item in the Asset Advantage (TAA) system to an IT Store Location within 24 hours after receiving the old designated Leased Item from the School or Service Centre.
- 3.3.6. ITSC will store the signed Deployment Checklist in a shared folder, allowing the preparation of the rental lease schedule. Rental Schedules will not be prepared until Deployment Checklists are signed by the Leased Item Custodian or Leased Item User (or delegates).
- 3.3.7. Once the rental schedule is finalised, the School or Service Centre will continue to pay the monthly rental cost for the Leased Item for at least 36 months (3 years) or until the Leased Item is returned to the financing company.

3.4. Tracking and Monitoring Leased Items

- 3.4.1. All Leased Items will be recorded in the TAA system.
- 3.4.2. Flex codes should not be changed in TAA without prior approval of the new Leased Item Custodian.
- 3.4.3. The Leased Item User has the responsibility to ensure that the details about the Leased Item is accurate in the system. (e.g. location, employee name, flex code). Leased Item User can request the Leased Item Custodian to update TAA if required. If the Leased Item User requires access to TAA, please contact [Asset Support](#) for read access only.
- 3.4.4. Asset Support will perform a quarterly check on all changes applied to Leased Items in TAA and highlight/address any unauthorised changes in TAA.
- 3.4.5. Loss, damage or theft of a Leased Item must be reported to the relevant Leased Item Custodian immediately. The Leased Item Custodian will report the lost/stolen asset to Line Manager, Business Unit Managers and ITSC via the IT Service Kiosk. The School will be required to bear the buy-out cost.
- 3.4.6. Where the loss or damage to a Leased Item is due to wilful negligence or undue wear and tear, and the loss or damage is not covered under the warranty, the School or Service Centre will be liable for payment of the lesser cost to either repair or pay for replacement at fair market value. The Leased Item User to whom the item was provided may be held responsible for that cost at the discretion of the School or Service Centre.
- 3.4.7. Strategic Procurement shall perform a periodic quality check on information, database and processes involved and provide feedback or issues to Schools and Service Centres.

3.5. Monitors and Peripherals

- 3.5.1. If applicable, monitors and other peripherals can be leased for a fixed three year term period and do not have to be returned at the end of the 3-year term (financial lease). Monitors and peripherals are not tagged, tracked or monitored. Monitors and peripherals can be retained for longer than the lease period.
- 3.5.2. Schools and Service Centres shall return damaged/broken monitors and peripherals to ITSC for proper decommissioning.