COLLEGE OF SCIENCE, ENGINEERING AND TECHNOLOGY
GUIDELINES FOR ACQUISITION AND LEASE OF DESKTOP AND NOTEBOOK COMPUTERS

This document contains guidelines specific to the College of SET and links to the RMIT PC Buy website where the supply arrangements for RMIT Desktops and Notebooks are described. This SET guideline establishes a procedurally efficient approach to deploying Desktops and Notebooks.

Responsibility
All new Desktop and Notebook leases and acquisitions must be arranged with the SET IT Procurement coordinator, and approved by the Cost Centre Manager (for staff in SET Schools this is the Head of School or delegate, for staff in the SET office this is the Pro-Vice Chancellor.

The SET IT Procurement Coordinator is identified in the supplied list in:
http://www.rmit.edu.au/its/pcbuy/contacts

Who are these guidelines for?
College of Science, Engineering & Technology Staff

Rollover of standard Desktops
Upon lease rollover, a level of Desktop will be chosen to align to the needs of the staff role, via consultation between the School management and the PITM. This Desktop will be routinely upgraded as part of the SET lease management process.

User actions to the procurement or new lease of a standard Desktop or Notebook
SET User to:
  • Log in to the RMIT Website
  • Research the available choices and options at ITS PC Buy website
  • Access PC Buy Purchasing and Return Procedures

Complete the provided RMIT Order Detail Form and get approval from the Cost Centre Manager or Nominee

SET Cost Centre Manager
- Approves RMIT request form, or reviews with requestor

Procurement of non-standard product and associated peripherals
Full process described at Policies & Procedures - Information technology

SET User:
  • Researches the available choices and options at ITS PC Buy website
  • If these choices do not align with the needs of the role in which the equipment will be used, discusses the requirements with the SET IT Procurement Coordinator

In response the SET IT Procurements Coordinator will:
  • Contact RMIT preferred vendors directly to obtain a written quotation for the equipment required, and verify for how long this price is valid in writing
  • If preferred vendors cannot supply a suitable product that matches their required equipment specifications, and the differences are sufficient enough to make the product offering unsuitable, then obtain an alternative quote from another supplier
  • Once the quotes are received from either preferred vendors or the alternative supplier, a Non-Standard Purchase Business Case form (Under the Non-standard product purchase procedure (PC-Buy 02) on Policies & Procedures - Information technology website) must be prepared for submission (along with the quote) to the SET IT Procurement Coordinator who will arrange for the Business case approvals and then process the order.

For leasing/purchasing of non-PC workstations for staff/students in SET the business case should articulate the professional requirements that the equipment will meet, across one or more of the following:
  • Historical non-PC user
  • Professional support provided by the specific non-PC equipment
  • The features of the non-PC platform that supports the activities of the role

Document Storage
Copies of forms and approvals will be kept by the IT Procurement Coordinator.
Information on orders tracked at: J:\Planning & Resources\Finance\Common\Equipment Orders\Orders

Revision history
Version 1.1 October 2008. Please make comments and report errors to SET.guidelines@rmit.edu.au. To be reviewed December 2010.