

**Policies & Procedures**

**PURCHASING, INVENTORY,  
& INSTALLATION OF IT EQUIPMENT**

**Section:** IT Policies

**Pages:** 3

**Subject:** IT Purchasing, Inventory & Installation

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**POLICY**

The purchase of all computer equipment, including all desktop and laptop computers, printers, data lines, controllers, data service units, and software products is the responsibility of the Human Resources Director/IT Liaison and Chief Financial Officer. The inventory, maintenance, relocation, and control of all computer equipment, including all desktop and laptop computers, printers, data lines, controllers, data service units, and software products are the responsibility of the Information Technology (IT) Department or contracted service provider unless otherwise authorized by DBH management. Together with DBH management, the IT department of the contracted service provider will develop a computer system replenishment/replacement cycle for all computer and network equipment.

**PURPOSE**

To assure overall computer system compatibility at Davis Behavioral Health and to guarantee the best volume purchase price for new computer equipment and/or software.

**PROCEDURES**

1. Equipment Purchase
  - a. Budget Equipment
    - i. Replenishment/Replacement  
Computer equipment, including all desktop and laptop computers, printers, data lines, controllers, data service units, and software products will be replaced based on the following table, budget permitting:

Description	Replacement Cycle
Desktop/Laptop Computer	
Monitor	
Network Switches	
Wi-Fi Access Points	

ii. IT Liaison Responsibility

The Human Resources Director/IT Liaison will work with the approved PC vendor to compile and estimate the costs of the computers that will be replaced during the fiscal year and any new equipment that is required to equip new offices, programs, and/or employees.

Once the quotes have been approved, the CFO will authorize the purchase, which will be completed by the DBH Accounts Payable department through the purchase order (P.O.) process.

b. Non-Budgeted Equipment

Computer equipment not requested during the annual replenishment/replacement process must be requested through the appropriate ELT representative, which will be forwarded to the Executive Leadership Team (ELT) for approval.

2. Inventory

a. Master Inventory

An inventory tag will be adhered to all DBH computer equipment. The tag number and identifying information will be entered into a master inventory database. The inventory of all existing and newly purchased computer equipment is maintained by the IT Department. The database will include the inventory tag number, product serial number, location, assigned user, type of equipment, and date equipment was deployed. It is imperative that this list be kept current and accurately reflects the status of all equipment.

i. Periodic Physical Inventory

A physical inventory will be periodically conducted by the IT Department to verify equipment location. Any variance in the physical and system inventories will be investigated and resolved/corrected, as required.

ii. Obsolete Equipment

As computer equipment becomes obsolete or is no longer practically usable, the IT Department or contracted service provider will remove the equipment from use. IT staff will coordinate with the ELT when such obsolete equipment is being replaced or updated and make arrangements for appropriate disposal of the obsolete equipment.

3. Equipment Installation

- a. All computer equipment will be installed by the IT Department or contracted service provider. The IT personnel will assess the site for the installation and make arrangements with the maintenance supervisor for any necessary construction or electrical work. **The recipient of the equipment is responsible for preparing the furniture in the space to receive the equipment.** The maintenance team will be available to assist all DBH employees who are unable to perform the physical tasks of moving furniture and other equipment.

#### 4. Equipment Relocation

a. Unless approval is received, computer equipment is to remain in the office where it was installed. If approval is received to move computer equipment, the relocation of any piece of computer equipment within or between offices must be coordinated with IT. This coordination can be initiated by submitting a work ticket.

i. Minor Move

If the relocation requested is simple and does not require re-cabling or additional electrical outlets, the IT personnel will coordinate a time to assist the employee with the relocation.

ii. Major Move

If the equipment to be moved requires construction work, electrical work, or any re-cabling (at a cost of over \$500), the move must receive prior approval from the ELT. The IT Department will make the necessary arrangements with the Facilities Manager to coordinate the move.