



60.202: Procurement and Use of University-Owned Portable Computer

Responsible Executive: VP for Research and Technology
Responsible Office: Office of Information Technology
Related Policy: 60.201
Approved-On Date: March 17, 2004
Effective Date: March 17, 2004

Policy Statement

Clerical staff shall not be eligible to receive a University-owned portable computer except as authorized by the appropriate Budget Executive to fulfill specific University responsibilities.

All University employees are prohibited from using a university provided portable computer for personal business and/or violating the policy on Acceptable Use of university technological resources (ref 60.201).

Purpose

This policy establishes guidelines for procurement, possession, and appropriate use of University-owned portable computer. The policy is designed to eliminate inappropriate assignment of portable computers to staff and guide the proper use of university technological resources.

Entities Affected by this Policy

All Norfolk State University full and part-time employees, including wage employees. This policy also governs portable computers acquired via grants and contracts awarded in Norfolk State University's name. Teaching faculty members are exempt from the requirement to justify a need for a university-owned portable computer. Department heads may establish portable computer use policies that are more but not less restrictive than this policy.

Who Should Read this Policy?

- **Budget Executives, Deans, and Directors**
- **Employees requiring portable computer access**
- **Individuals acting in a supervisory capacity**
- **Procurement Personnel**

- **Accounts Payable**
- **Office of Information Technology**

Contacts

- **Office of Information Technology** – (757) 823-9528
- **Assistant Vice President for Technology** – (757) 823-2185
- **Vice President for Research and Technology** – (757) 823-2144

Roles and Responsibilities

Budget Executives or Designees- Approval authority for all portable computer purchases and assignment to personnel.

Assignee – Anyone who has been assigned a university-owned portable computer is fully responsible for safeguarding it against theft or damage. Theft of or damage to an assigned University-owned portable computer, due to negligence, will result in the assignee paying the University for its full replacement cost. The University will use all means necessary to effect such a payment.

Material Management- Process requisitions for portable computer purchases.

Office of Information Technology – Approve portable computer specifications for compatibility with network infrastructure and appropriateness for intended business requirements.

Accounts Payable- Pay the vendor.

University Auditors- Periodically review policy and procedures and perform spot checks for adherence.

Procedures

Eligibility and Usage of a University-provided portable computer

1. Justification for University-provided Portable Computer: The following are the basic criteria for establishing a need for a university-provided portable computer.
 - a. A requirement to travel frequently on University business
 - b. A requirement to make frequent presentations on University business using a computer while off campus
 - c. A need for an individual to communicate with university computing systems while on travel
 - d. A need for an individual to complete specific projects assigned by the immediate supervisor or connect to university systems after normal business hours from remote locations

If an individual meets one or more of these criteria, the approving authority may consider the applicant a viable candidate for the issuance of a University-owned portable computer.

2. Appropriate System Configuration: The Office of Information Technology will make a portable computer recommendation based on individual business requirements as requested by the approving authority.
 - a. The applicant will submit a request form for portable computer purchase or assignment to his or her immediate supervisor who will submit it through the chain of command to the appropriate Vice President or their designee for approval.
 - b. Once approved, the request form will be submitted to the Office of Information Technology (OIT) for system recommendation.
 - c. Purchase of a new portable computer, as recommended by OIT, will follow the established procurement process for technology.
 - d. All persons who have been issued a University-owned portable computer must have on file an Equipment Loaner Property form duly signed by the appropriate Vice President.
3. Departments requesting a portable computer will be responsible for purchasing same out of their budgets.
4. Acceptable Use of Portable Computer: The use of a University-provided portable computer will be governed by related policy, NSU 60.201, on Acceptable Use of university technological resources.
5. **Failure to comply with this University policy may result in disciplinary action to include termination of computing privileges.**