DIVISION OF SOCIAL SCIENCES
Procedure for Purchase of non-supported Computing devices
April 14, 2011, effective date March 15, 2011

BACKGROUND
The division already supports a standard laptop or desktop computer for each faculty or staff member, where necessary, so justification and pre-approval is required for the purchase of non-supported computing devices with university funds.

Personal funds donated to research accounts become university funds, once donated. Devices purchased with funds donated to university accounts become the property of the university.

If you intend to keep your device regardless of your employment status with the university, your personal funds must be used to purchase the device, without donating the funds to the university. Senior administrators have purchased the iPads that you see at meetings using their own personal funds rather than university funds.

There are two policies that govern the purchase of non-supported computing devices with university funds, and these policies will be used to evaluate requests:

> http://socialsciences.ucsc.edu/about/administration/division-docs-policies/
> http://www.ucop.edu/ucophome/policies/bfb/g46.pdf

PROCUREMENT PROCEDURE
In order to purchase a non-supported computing device with university funds you must provide a justification that includes the following elements:

1. Business necessity-explain why this device is required;
2. Functionality unavailable in the currently supported laptop/desktop computers-this could include factors such as size and weight;
3. Acknowledgment that you understand that support and division provided software for the device WILL NOT BE PROVIDED TO YOU by the university or the division;
4. Identification of the fund source as start-up, research or gift funds, including FOAPAL;
5. No justification is required if you purchase the device with your own money.

Please limit your comments to a **single letter sized page** and direct it to Assistant Dean for Planning and Resources Management, David Sonnenberg (dsonnenb@ucsc.edu, 459-3859)