Computer Reuse fee Policy

Policy Statement

A nominal fee per item will be charged to all AUC Departments who will receive computing equipment from the AUC Warehouses and Store or from another cost center via an internal transfer. This policy is only relevant to equipment re-allocated from the AUC Warehouses and Store or where an internal transfer takes place from one cost center to another based on IT assessment recommendation/decision.

Reason for Policy/Purpose

This policy provides guidelines and the procedure to requesting departments who will be charged a nominal fee for computing equipment to be transferred from the AUC Warehouses and Stores or from other departments via internal transfer forms.

Who Approved This Policy

Mr. Brian MacDougall - Executive VP for Administration & Finance - 8 September 2015
Mr. Amir Habib - Executive Director, Budget & Financial Planning - 8 September 2015
Mr. Tawfik El Klisly - Executive Director for S.C.M office & Business Support - 8 September 2015
Ms. Nagwa Nicola – Chief Technology Officer - 8 September 2015

Who Needs to Know This Policy

AUC staff and faculty

Web Address for this Policy

http://www.aucegypt.edu/about/Policies

Contacts

Responsible University Official: Ms. Nagwa Nicola, Chief Technology Officer

Responsible University Office: Office of Information Technology

If you have any questions on the policy or procedure for Computer reuse fee, you may:

1. Call Angelique Roesch, Manager, Administration and Planning at extn.3523, or

2. Send an e-mail to itassessment@aucegypt.edu

For Budget related inquiries, you may:

Call Nagi Nagib, Budget Officer at extn. 2296

Definitions

Term (alphabetical order)	**Definition as it relates to this policy**
AUC entity	AUC department with a cost center OR unit/office without a cost center
Computing equipment	PC's, iMacs (Desktops) only
Nominal fee	Minimal in comparison with real worth or what is expected
Useful life	The length of time an asset can be productively used in operations, i.e. the amount of time a business can productively use the asset.

Policy/Procedures

Any AUC entity requesting replacement computing equipment from the AUC Warehouses and Store will be charged a nominal fee per item. The nominal fee is set at LE1,000 per item per replacement, irrespective of its year of acquisition or useful life. This amount will be reviewed annually and communicated.

No transfer of existing resources will be done **except to an approved AUC cost center** who in turn will be responsible for the maintaining and custody of the computing equipment once it is handed over to them.

Where applicable, a useful life period will be assigned to all internally sourced computing equipment and communicated to the departments by the IT assessment Team.

Useful life for re-allocated computing equipment, will be assigned according to the following tiers:

- more than 5 years old - one year useful life
- 3-4 years old - 2 years useful life
- less than 3 years old - 3 years useful life

The tracking and tracing of useful life after transfer to the requester will be the responsibility of the Property Inventory and Warehouse control unit in collaboration with the asset unit in the Controller's office.

The procedure relevant to this policy is as follows:

1. **Where a department has an approved WBS in their current operating budget**:

1.1 After the IT assessment team approves computing equipment allocation from existing resources (i.e. AUC Warehouse and Store or another AUC department) instead of purchasing a new item, the requester will be informed accordingly that their request will be funded from available resources. ***Subsequently no purchase requisition should be issued for the item.***
1.2 The IT assessment team will check availability in the AUC Warehouse and Store or other department, evaluate condition of the items in addition to the acquisition year.
1.3 If item proves suitable, the IT assessment team will provide the department with the asset number and model of available existing resources with instruction for delivery to requester.
1.4 The nominal fee of each item will be deducted from the department's approved WBS and the balance remaining will not be used/transferred for any other purpose. The Budget office will handle the deduction of the nominal fee and subsequent decrease of the department's cost center.

2. **Where a department does not have an approved WBS in their operating budget**:

2.1 The requesting department should send an email request for the computing equipment to itassessment@aucegypt.edu noting the equipment needed, their purpose (justification) and ***area head approval***.
2.2 IT assessment will send an email for further information if needed.
2.3 Once the IT assessment team has finalized the review of the request and located suitable equipment, they will inform the department.
2.4 It is compulsory that equipment be assigned to a cost center as it is already an approved AUC asset and any maintenance needed for the equipment will be charged to a cost center.
2.5 The nominal fee will also be charged to a cost center.
2.6 Once the cost center is identified, a budget transfer to a capital WBS (low or high value depending on the total number of similar assets) should be sent to the Budget office (with necessary approvals) by the cost center. It is the department's responsibility to ensure that the budget transfer is effected by the Budget office.
2.7 Once the transfer is done, a copy should be sent to itassessment@aucegypt.edu or a hard copy to the CTO Office and only after receiving the approved transfer with the WBS, will the requester be given instruction for delivery of the equipment.

Related Information

http://www.aucegypt.edu/offices/Supply/InvCont/Pages/InventoryPolicy.aspx
http://www.aucegypt.edu/offices/Supply/Forms/Pages/default.aspx

History/Revision Dates

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