

Policy and Procedure:

Computer Inventory and Purchasing Policy



College of Dentistry and Dental Clinics

Responsible Office	Technology and Media Services	Effective Date	06/21/2012
Responsible Official	Technology and Media Services Director	Last Revision	05/31/2022
Reviewed by	PHI Oversight and Review Committee	Review Date	05/31/2022

Scope

This policy applies to the College of Dentistry's protocol for purchasing and inventory of computer equipment and peripherals.

Policy

The University of Iowa Controller's office has created a policy regarding computer inventory and internal control. This policy was created to ensure proper procurement and safeguarding of computer equipment. The complete policy can be reviewed at the link below.

The College of Dentistry Technology and Media Services department currently tracks all computers, laptops, tablets and peripherals that have been purchased with University funds, or donated to the University, in a database that complies with the policy as it is written.

In order for the college to comply with the University inventory policy, all computer and computer related hardware and software must be purchased through Technology and Media Services. This includes all computer equipment, hardware, printers, software and software updates that are purchased on a University requisition or procurement card. All software updates for existing College of Dentistry software applications must be routed through Technology and Media services to ensure compatibility with existing systems.

Any exceptions to this policy must be approved by the Technology and Media Services Director.

Resources

Computer Inventory and Internal Control Policy

<http://controller.fo.uiowa.edu/computer-inventory-and-internal-control-policy>