Policy Computer acquisition

When computer equipment is bought using university controlled funds (such as EU-funds) one has to abide by the rules of the “Europese Aanbesteding”. This means that desktops, laptops, screens, servers, cluster machines and storage devices have to be acquired from the preferred vendors in the associated EU-contracts. Only if a specific machine cannot be provided by one of these preferred vendors (specifications in the form of functional descriptions) it is allowed to buy the machine from any other vendor.

Depending on the type of equipment the amortization (write-off) periods are three (laptops), four (desktops, screens), five (servers, storage) years. Because the equipment is bought by the judicial entity: Leiden University, all equipment is owned by the Leiden University, both during and after the amortization period.

It is NOT possible to buy the equipment from the Leiden University and or have it change ownership to you. The equipment is owned by the one and only judicial entity: Leiden University. The Leiden University has to take care of the disposal of equipment through official channels, of which you are no part.

New equipment is ordered through the STRW/LION acquisition desk.

You are not allowed yourself to acquire equipment that is part of an EU regulated kind.

Sometime is is not possible to buy equipment through the official channels. In that case you can, after consultation with the IT department, buy IT equipment yourself and put in an 'expense and declation form' in SAP. THis has to be accompanied by

this filled in form

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Exceptions: The univerisity has to provide certain facilities to personal of stichting FOM such as a desktop computer. This computer will be part of an EU contract and has to abide by the EU acquisition rules, because it is bought by the University. FOM own acquisitions (from the material budget) are not part of the EU contract, but have to abide by the stichting FOM rules.

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