



IT Lease Equipment Policy

Policy Name:	IT Lease Equipment
Category and Number:	Finance and IMS
Date last approved/updated:	Updated August 2012
Commencement date:	24 July 2008
Policy Sponsor:	Chief Operating Officer
Policy Owner:	IMS Operations General Manager
Approved by:	Senior Executive
Date of next review	October 2014

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Policy

1. Purpose

The purpose of the policy is to outline how IT Lease Equipment [personal computers (PC), Apple Macs and data shows, etc] is to be managed, and appropriate service levels provided, to ensure that Departments / Units are only **charged** for the equipment they are responsible for within rooms, offices, PC Labs and offsite locations.

The purpose is also to locate equipment at the end of the lease, for which we rely on Departments / Units to provide accurate location details.

2. Organisational Scope

This is a Unitec-wide policy and applies to all IT Leased (staff and student) Equipment.

3. Definitions

Lease Schedule Assets	Include all elements of IT computer assets/hardware that are purchased via lease for the standard 36 month period or as agreed with the IMS department. The terms & conditions of the lease schedule define the commencement and completion dates for leased equipment.
IT Asset Management (ITAM)	The set of business practices that join financial, contractual and inventory functions to support the life cycle management of leased computer assets.
Data Shows	Data Shows are currently leased for a 36 month term. Unitec is currently reviewing this and is considering purchasing Data shows in the future.

4. Policy

4.1. Contract Term

The term of Unitec's lease agreements are 36 months. The date a lease commences is determined by the quarterly commencement date of each lease schedule. The Department / Unit is responsible for maintaining lease payments unless a lease is assigned to another School / Unit. Information Management Services (IMS) and Finance must be notified promptly of such changes.

4.2. Description of Services

The services provided will be the leasing of computer hardware, along with defined support services for the computer hardware as follows:

4.2.1. Hardware Provided

The computer hardware is defined at the time the Purchase Order for the Lease Equipment is completed. The person approving this request must be authorised by their Department / Unit to commit funds.

4.2.2. Hardware Support Services

- 4.2.2.1. Acquisition / Installation of Computers** – IMS will provide equipment acquisition and installation of desktops, monitors, data shows and laptops / notebooks to minimise disruptions to departmental day-to-day operations.
- 4.2.2.2. Maintenance of Computers** – IMS will provide and coordinate all hardware maintenance resulting from the normal operation of computers.
- 4.2.2.3. Warranty** – The Unitec Computer Lease program provides an extended warranty on computers and monitors and IMS will coordinate warranty issues for the entire lease term.
- 4.2.2.4. Asset Management** – IMS & Finance will handle all contract administration issues with the lease company, maintain a physical inventory of all leased hardware, and provide monthly inventory and billing reports to the Departments / Units. All lease charges will be effective from the start of the lease schedule and charged monthly.

4.2.3 End of Lease

IMS will manage all end of lease issues, i.e. paperwork with the Lease Company, equipment disassembly, boxing & shipping.

4.2.4 Theft and Damages

4.2.4.1 Theft of desktops, monitors, data shows and laptops / notebooks

IMS is not responsible for reporting the theft of laptops / notebooks, desktops, monitors and data shows during the lease term. Theft should be reported immediately to Safety and Security, and also to Finance and IMS by the respective Department / Unit. A police report is required for stolen property (see the [Stolen Property Policy and Procedures](#))

If notification is provided, the Department / Unit will pay a one off cost to the lease company to address financial obligations owing at the time of the loss.

If notification is not provided the Department / Unit will continue to pay the lease costs, and at the end of the lease will be responsible for all residual and associated costs. The Department / Unit will also be responsible for a \$250 fee for each item stolen or not found at the end of the lease to cover administrative costs incurred by IMS and Finance.

Lease computer items are insured against theft and Departments / Units must follow the [Insurance Policy and Procedures](#) and report the theft immediately to Safety and Security, Finance and IMS to start the replacement process. Departments / Units should also refer to the [Stolen Property Policy and Procedures](#) for further information on the procedures to follow when reporting a theft.

4.2.4.2 Damage Fees

Departments / Units are strongly encouraged to protect equipment against damages to keep lease rates low. Damage fees are included in the lease rate but intentional abuse could result in additional damage costs. Examples of damages are cracked or broken cases, burned screen displays etc.

4.2.5 Personnel and Staffing

IMS will provide the labour required for producing monthly reports, collection and return of IT Equipment and maintenance of leased IT Equipment.

4.2.6 School / Unit Responsibilities

4.2.6.1 Hardware Needs

Departments / Units will appoint an individual (or individuals) who are familiar with the specific computing needs within their respective areas as the Lease Contact Person (often this is the computing coordinator / IT provider for their area). This person will serve as the single point of contact for leasing services and will communicate needs and provide feedback as appropriate.

4.2.6.2 Hardware Inventory/Locations

Departments / Units must review the monthly lease Asset Management

Report and respond with location and name changes as they occur. This will ensure equipment can be located at the end of the lease.

4.2.7 Lease Rates

Lease rates are approximate and stated on the Monthly Lease Asset Management Report and include a 1.5% general administration charge.

Lease charges will be paid via monthly direct journal charges to designated accounts at the end of each month. Departments / Units will receive monthly billing reports detailing assigned equipment and costs.

4.2.8 End of Lease

4.2.8.1 Departments / Units **do not** have the option to purchase at the end of lease.

4.2.8.2 IMS will notify the Department / Unit approximately **60 days** prior to lease expiration. IMS will arrange the packaging and shipment of leased equipment to the disposal agency identified by our finance company.

4.2.8.3 Departments / Units are responsible for returning equipment in good working condition. For any equipment not returned at the end of the lease period the residual value and any costs associated will be charged to the Department / Unit plus an administrative fee of \$250 per unit to cover the additional work involved in locating assets. Where ownership is not known the Department / Unit that originated purchase of the leased asset, or the last confirmed owning Department / Unit, will be charged any remaining lease charges and/or residual costs.

4.2.8.4 Departments / Units must respond within 15 days of receiving the list of expiring assets from IMS. They must confirm current location, user and whether a replacement is required or not. Departments / Units that do not respond within the timeframes will be responsible for any continued lease costs.

4.2.9 Warranties

IMS computers are warranted for the entire term of the lease.

Procedures

5. General processes

5.1 The Asset Management Project objective/s was to:

- Establish the roles, responsibilities, rules and policies to be used to govern IT Asset Management and the cross charging of IT lease costs to Departments / Units;
- Review and improve the current processes governing the installation, move, add or change of Leased Equipment;
- Make better use of existing technology to help manage assets;
- Establish improved IT Asset Management and Lease Analysis reporting;
- Run audits to establish a baseline of equipment used by schools/units;

- Increase the understanding at a Department / Unit level of the IT Asset Lifecycle.

The Asset Management project has developed a Monthly Report detailing all IT Lease Assets (distributed on the 2nd working day of the month). This report (maintained by the HEAT Administrator) details the Department / Unit the IT Lease Asset belongs to, last scan information (user and date/time), lease expiry information and monthly lease costs

Presently there are 4 lease periods in a year, detailed in 4 lease schedules. (Current lease company details are available from the Procurement Manager). These schedules are matched by IMS's Purchasing Co-ordinator with UNL, serial # and monthly rental costs. This is saved in a spreadsheet format for the Application Analyst to match (UNL and monthly rental costs) and migrate into the UASSET table in HEAT.

The report will be run on a monthly basis (2nd working day of the month) and sent to the IMS Assets, Lease Coordinator who will distribute. All feedback from Cost Centre Managers must be via the agreed Asset Report Dispute Process / HEAT Update Scenario Matrix and logged via HEAT. A process for verifying that HEAT is updated correctly has been developed and should be scheduled each time a new lease is started; currently 4 times a year.

References

[Insurance Policy and Procedures](#)
[Stolen Property Policy and Procedures](#)

Revision History *(Office use only – this will be added as part of the policy management process).*

Initial approval: 24 July 2008

Amendments (date and substance)

16 August 2012 – Changed policy owner to reflect change in position titles resulting from recent IT Restructure; changed reference to ITSC to IMS (new name for IT).