Technical Approval Requirements for
Computer Equipment Reimbursements

Faculty and staff requesting reimbursement for computer hardware (i.e. Pro D funds, computer acquisition fund etc.) must have technical approval from the Technology Solutions Centre (TSC) for the following:

⚠️ Technical approval required

- For all computer hardware, including tablets, that contain a hard disk drive or solid state drive that *is not* a Mac or Apple product.
  - This *includes* computer hardware purchased at the UVic Bookstore.

☑ Technical approval already granted (additional approval not required)

- Mac or Apple products, including iPads, purchased through any hardware supplier.
- Computer hardware purchased through the TSC according to published technology standards on the TSC website.
  http://www.uvic.ca/systems/support/computerssoftware/technologysolutions/computers.php

☑ Technical approval not required

- Accessories – i.e. laptop bags, tablet covers
- Peripherals – i.e. monitors, mouse, cables, printers, adapters, keyboards
- Software

What if I'm not sure?

Contact the TSC in advance of purchase for assistance. All faculty and staff are encouraged to consult with the TSC if they are unsure if the computer hardware they are considering for purchase will be eligible for reimbursement. The TSC is located in Clearihue C143. Computer hardware not approved by the TSC will <u>not</u> be reimbursed.

What information do I have to provide with my claim for reimbursement?

The TSC will stamp their approval on the receipt or invoice. Attach the approved receipt or invoice to your claim for reimbursement. Alternatively, an approval email from the TSC will be accepted when attached to the receipt or invoice. Please ensure the approval step is completed before you submit your claim for reimbursement. Otherwise, your claim will take longer to process because Accounting Services will have to re-direct it to the TSC before it can be processed.

Why is technical approval required?

All computer hardware purchases reimbursed by the university are university assets and therefore must be in compliance with the standards set by University Systems and Purchasing Services. Please refer to the Institutional Acquisition and Standardization of Information Technology Devices AD2515 and Purchasing Services Policy FM5105 for further information.

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