Title – Technology Equipment Leasing Policy

Policy Abstract – Birmingham-Southern College utilizes a leasing option for computer technology to level out capital expenses associated with technology acquisitions and to leverage automatic upgrade paths to newer technology on a scheduled basis.

Responsible Office – Information Technology

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Applies To – Information Technology
Effective Date – 3/2013
Revision Dates –

1. **Introduction/Background –** The College historically used a purchase model for making technology acquisitions. This allowed for ensuring the most value from every purchase, as the decision to upgrade was evaluated on an annual timeline. However, as financial constraints in the annual process occurred inadequate capital resources were available to invest in refreshing technology in consecutive years. As an alternative to capital purchases the option of leasing technology equipment was embraced.

2. **Purpose –** A leasing model provides a leveling of cost for the College such that large acquisitions of needed equipment can be done spreading the cost over multiple years. Additionally, this follows the realization that technology resources are a utility and adequate funding for refreshing equipment cannot be avoided. Other advantages are to:
   - Ease resource and financial planning by establishing a college-wide leasing process thereby eliminating the effort involved in departmental budgeting and planning for new computers.
   - Plan and provide for the cost effective and timely acquisition and installation of new equipment while decreasing its deployment time.
   - Expedite and/or eliminate the need for disposal of old equipment by incorporating this into replacement orders.

3. **Applicable Regulations –** SACS-COC Comprehensive Standard 3.11.3 – Physical Resources

4. **Policy Statement –**
   - The Budget Committee in the annual budget process will evaluate new technology requests submitted by the Vice President for Information Technology for the campus. Any new lease funds approved will be added to the existing lease budget.

- The Vice President for Information Technology will manage the technology lease budget and determine how to best utilize funds for existing and newly approved technology.
- At the end of an existing lease arrangement funding for the expired lease will continue to be available in the lease budget for replacement equipment.
- The Vice President for Information Technology will work with the CFO to determine the most favorable financial arrangements for the College.

5. **Detail**s – An annual financial audit of the College contains a technology component whereby this is verified each year. Non-compliance with this policy would be reported in the form of comments in the management letter of the audit.

6. **Definitions** –SACS-COC is the Southern Association of Colleges and Schools, Commission on Colleges.

7. **References** – SACS-COC *The Principles of Accreditation 2012 Edition*.