

Principles for purchasing IT equipment at BCE

AU is a public institution, and purchases should therefore be done with consideration for how financial resources are managed most effectively. Purchasing IT equipment should be based on an assessment of which equipment meets the existing needs, rather than which manufacturer is preferred.

BCE has established a set of criteria to be met when purchasing IT equipment:

- IT equipment from former employees should be reused to the extent possible. It is the responsibility of individual teams and research groups to ensure this.
- Purchases of IT equipment are made through the [AU IT webshop](#).
- As a default, a standard IT equipment package is purchased for newly hired employees, but there may be circumstances that require deviation from the standard package (see standard package below):
 - Is there used IT equipment in stock that the newly hired employee can use? If yes, this equipment is used, supplemented with purchases from the webshop.
 - If the newly hired employee, due to their position and tasks, has special needs that require specific IT equipment, this is taken into account in the purchase.
- Purchases of IT equipment should, to the extent possible, be made on externally funded projects. If this is not possible, the purchase is covered by the section's budget.
- Purchases of IT equipment must always be approved by the project owner (for purchases on external projects) or section leader (for purchases on the section's budget).
- Only IT equipment for paid employees at BCE can be purchased and provided.

A standard IT equipment package consists of (prices as of 29.02.2024):

- Laptop with 15.5" screen (5,870 DKK)
- 24" Monitor (1,362 DKK) (IT sells monitors with built-in docking station)
- Docking station, if not included in the monitor (610 DKK)
- Keyboard and mouse (350 DKK)
- Phone (2,900 DKK)
- Subscription (Subscription 4)

