



**Official Procedure
of
Ogden Preparatory Academy**

6. Human Resources

6.04.PRC.1 Employee Computer Purchase Procedure

Effective/Revision Date: 9/28/2021

Page 1 of 1

PURPOSE

The purpose of this procedure is to outline the process by which Ogden Preparatory Academy (The School) provides non-returning employees the ability to purchase the school computer that the employee used during their tenure. The purpose is also to allow existing employees to purchase computers that have reached their lifecycle. The goal of the procedure is to ensure that exiting employees are given equitable opportunities to continue using the computer for personal use, while allowing the school the means to replace the computer.

SCOPE

This procedure applies to all employees who were issued a school computer, regardless of the funding source for the computer. In the context of this procedure, a “computer” is defined as a complete working computer system and does not include e-book readers, printers, peripherals, external memory, external disk drives, monitors, or software.

Guidelines for Computer Purchases

- Employees wishing to purchase a computer should submit a request in writing to their supervisor or an administrator.
- Available computers will be considered for purchase. Priority will be given to the original user of the device.
- All computer purchases must be reviewed and approved by Administration prior to transfer of ownership.
- All computer purchases must be processed by the IMS staff prior to transfer of ownership to ensure the removal of school related data.
- Computer price will be determined based on the purchase date and expected life cycle end date for the device, calculated on a monthly depreciation schedule.
- Each computer type has a different life cycle length, and the purchase price will reflect each specific computer type’s life cycle length.

Document History

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Legal Reference