


<b>Division:</b> Information Technology	<b>Title:</b> IT Equipment Purchase Catalogue	<b>Issue/ Effective Date:</b> January 1, 2014
<b>Department:</b> IT Operations	<b>Approved by:</b> Muhammad Fahd 	<b>Revision: 5</b> <b>Revision Date:</b> Jul 2, 2019

### **IT Purchases Procedure**

1. The Information Technology End-User equipment (Personal Computers, Laptop, etc.) catalog gives the standard specifications, cost per unit and time-lines (from Purchase Requisition to Delivery) to facilitate the Users to decide the type of IT equipment that they would like to acquire. In case of User requirement which cannot be met within the Items covered in the Catalog, please contact the Purchase Department.
2. In case of a need for replacement Item, the User can register a request with IT ServiceDesk ('3434') and IT member will visit the User and provide technical evaluation of the current machine. In case if the User requires financial information e.g. cost, date of purchase, etc. with respect to the current machine the User should call Asset Management department of the Finance division.
3. Once the User has decided on the Item required from the Catalog, the User will create in PeopleSoft Purchasing module, an on-line Purchase Requisition (same procedure that is currently followed for all Capital Items as per the new On-line Process) and submit the requisition for approval as per approved User hierarchy.
4. Once the item has been received, the Warehouse staff member will deliver the Unit to Users. The User will log a request with IT Help Desk ('3434') to install the Unit.
5. The User will seek endorsement on the Asset Write-off Form (AWF) from IT member to dispose the current machine as per Institutional policy. The User will then process the AWF and send the same to Asset Management Department of the Finance Division for processing.
6. On approval from Finance, the Disposal department of the Materials Management division will arrange to pick the old Unit from the User
7. IT Department will be responsible to give operational support to below mentioned IT equipment's only

The users are advised to plan their acquisitions as per standard delivery time not more than 6-8 weeks however the actual delivery time will be confirmed once approved PR received from user department.

Below mentioned products/ models are as per current technology roadmap. In case of discontinuation/ change in technology roadmap, equivalent alternate products will be proposed

Specifications for Standard Laptops		
Type	Standard	Business Class
Model	HP Elitebook 840 G5 Notebook	HP Elite book 840 G5 Notebook
Processor Type	Intel Core i5-8250U	Intel i7-8550U
Memory (RAM)	8GB	16GB
Hard Drive	512GB PCIe NVMe TLC SSD	512GB PCIe NVMe TLC SSD
Screen Size	14 FHD AG LED UWVA	14 FHD AG LED UWVA
Weight (approx.)	Starting at 1.55Kg	Starting at 1.55Kg
Fingerprint Reader	Yes	Yes
Operating System	Win 10 Pro	Win 10 Pro
Battery	3 Cell 50 WHr Long Life	3 Cell 50 WHr Long Life
Power Adaptor	Yes	Yes
Cover/ Pouch	HP Standard Case	HP standard case
Warranty	3/3/0 Warranty	3/3/0 Warranty
Wireless Card	Intel	Intel
Price	\$1,205	\$1,375

Specifications for MacBook		
Type	Standard	Business Class
Model	MacBook Air CTO (2017)	MacBook Pro (Touch Bar & ID)
Processor Type	2.2GHz dual-core Intel Core i7 processor	2.7GHz quad-core 8th-generation Intel Core i7 processor
Memory (RAM)	8GB 1600MHz LPDDR3 memory	16GB 2133MHz LPDDR3 memory
Hard Drive	512GB SSD storage	512GB SSD Storage
Screen Size	13.3-Inch	13.3-Inch
Weight (approx.)	1.35 Kg	1.37 Kg
Battery Backup	12 hours	10 Hours
Warranty	3yrs	3yrs
Price*	\$2,470	\$3,570

\* Prices are subject to change based on specifications. For further details on customized specifications and timelines please contact AKU Material Management Division

Specifications for Standard Desktops	
Company	HP
Model	HP ProDesk 600 G2 MT
Processor Type	Intel Core i5
RAM	8GB
Hard Drive	500GB SATA
TFT Size	18.5" LED Monitor
Operating System	Windows 10 Home SL
Warranty	3/3/0 Warranty
Price	\$720



Specifications for Standard Printers			
Type	Laser Printer	Thermal Printer	Barcode Printer
Company	Brother	Birch	Zebra
Brand Name	Brother HL 6180 DWN	Birch BP-T3BH	Zebra GC 420t
Dual side printing (Duplex)	Yes	No	No
Warranty	3yrs	1.5yrs	1yr
Price	\$250	\$110	\$250
Second Tray Price	\$170	-	-

Specifications for Multimedia	
Company	Hitachi
Brand Name	Hitachi LCD Projector CP-X3042WN
Network compatibility	Yes
Warranty Period	Parts & Labor – 3yrs Lamp – 2yrs
Price	\$670

Specifications for Scanner	
Company	Canon
Brand Name	CanoScan LiDE 120
Warranty Period	1yr
Price	\$75

Specifications for UPS	
Company	BPC
Brand Name	BPC UPS 650VA Model Powerextreme 650
Network compatibility	Yes
Warranty Period	01 year for UPS & 6 months batteries warranty
Price	\$55

Warranty of all the equipment will be processed as per the Warranty Policy provided by Purchase Department

### **Mobile Phone Entitlement**

1. This mobile phone entitlement is applicable to all employees of the Aga Khan University and Aga Khan Hospital and Medical College Foundation in Pakistan
2. This entitlement shall be applicable irrespective of the source of funding, including the Department and Deans Funds, as well as externally funded grants
3. List of handsets/ phone will be provided by MMD subject to availability
4. Below table defines the service entitlement:

#	Category	Entitlement	Employee Responsibility
1.	President, Provost, Vice President, Vice Provost, CEO's, Deans, DG's, Registrar and Head of Institutes, eg. Head of IED), COO, Director and Chairs	<b>Device</b> – Paid by AKU  <b>Mobile Service</b> – Under AKU name and directly paid by AKU	Submit information of international personal call and roaming within 30 days for payroll deduction
2.	Job requires access for 24/7 to voice and data	<b>Device</b> – Paid by AKU  <b>Mobile Service</b> – Under AKU name and directly paid by AKU	Submit information of international personal call and roaming within 30 days for payroll deduction
3.	Job requires frequent business related calls	<b>Device</b> – Paid by AKU  <b>Mobile Service</b> – Employee owned and paid	Claim business call charges within 30 days of receipt of the bill.
4.	All others	<b>Device</b> – Employee owned and paid  <b>Mobile Service</b> – Employee owned and paid	Claim business call charges within 30 days of receipt of the bill.

5. Below table defines the phone/ device entitlement:

#	Category	Max. Limit (\$)
1.	Executive Committee Members	User Choice
2.	Vice Provost, CEO, Dean, DG, Registrar, Head of Institutes (such as IED)	\$800
3.	Chairs, Professors, Associate and Assistant Professors  COO, Directors & Senior Managers.	\$450
4.	Managers, Assistant Managers  Senior Instructors and Instructors and other equivalent positions.	\$350
5.	Associates and other equivalent positions	\$250
6.	Support Staff	\$150

For further details on mobile phone policy, please refer to [link](#)