October 01, 2024

Global Technology Equipment Management │ Policy

POLICY OWNER:	Finance Department and Technology Department
POLICY APPROVED BY:	CFO, Finance and Director of Technology, Technology
POLICY CONTACT:	WO Helpdesk, help@water.org

Policy Contents

I. Policy Overview

Policy Statement

The global technology equipment management policy serves as a detailed supplement to the *Global Technology Procedure* of the Technology Department. This policy enumerates the allowed technology peripherals to be purchased, recommends different methods of procurement and asset management, ownership, recordkeeping etc.

Purpose

The purpose of this policy is to establish standardized procedures for all technology equipment peripherals across all global offices of Water.Org. This policy aims to ensure efficient use of resources, compliance with regulatory and accounting standards, and alignment with the company's sustainability goals.

Applicability

This applies to all staff of Water.org.

Governance

The **Finance Department** is the owner of this policy and is responsible for administering it throughout the global offices of the organization. The **Technology Department** is responsible for reviewing and making recommendations for updates or changes to this policy in alignment with business needs.

Violations

It is the expectation of Water.org that direct supervisors proactively manage their direct reports' compliance with this Policy. Non-compliance, from an employee or a direct supervisor, may result in progressive disciplinary actions consistent with the organization's established HR procedures.

II. Policy

1. Technology Equipment Specifications

The price ceiling indicated on each item should include taxes, delivery fees, and finance charges. The price ceiling and useful life criteria should always be followed. In case of appeal for uncommon circumstances, you may reach out to help@water.org.

Workstation

1.1 Laptop:

      Manufacturer: Dell, HP, Lenovo, or Microsoft
      Processor: 11th Generation Intel(R) Core (TM) i7 or i5 Processor
      Memory: 16GB
      Storage: 256GB SSD
      Screen: 13.3" or 15.6 display
      Price Ceiling: $2,000 USD (including warranty)
      Useful Life: 3 years

1.2 Docking Station:

      Brand: Docking station brand matched with your laptop
      Ports/Adaptors: Must have an HDMI and/or Display Port, USB-C port(s), USB-A port(s)
      Charging: Must be able to charge laptop if plugged in
      Price Ceiling: $300 USD
      Useful Life: 3 years

Technology Accessories and Peripherals

1.3 Monitor:

      Screen Size: 20" minimum - 27" maximum
      Ports/Adaptors: Must have an HDMI and/or Display Port
      Monitor Stand (wall mounts will not be provided)
      Price Ceiling: $250 USD
      Useful Life: 2 years

1.4 Headset and Microphone

      Compatibility: Multi-platform (PC, Mac, consoles, mobile devices)
      With Built-in Microphone
      Price Ceiling: $200 USD
      Useful Life: 1 year

1.5 Laptop Bag

  Size: Laptops are typically 13.5" or 15.6"
  Price Ceiling: $100
  Useful Life: 1 year

1.6 Keyboard and Mice

  Price Ceiling: $150
  Useful Life: 1 year

1.7 Web cameras, USB hubs, display adapters etc.

  Price Ceiling: $100
  Useful Life: 1 year

1.8 Other items deemed necessary for daily work

  Examples: Keyboard covers, camera covers, travel plug adapters, 'can of air' to clean keyboard, and/or surge protectors or power strips.
  Price Ceiling: upon approval of help@water.org
  Useful Life: upon recommendation of help@water.org

Technology accessories and Peripherals purchases are subject to the $250.00 semi-annual limit per staff that refreshes every April and October of each year. This limit is applicable and will be reinforced throughout all purchase method as enumerated below.

2. Purchase Methods

2.1 Amazon Purchase – Applicable to US based staff only - **LINK.**

1. Login to the Amazon Business Prime Link
2. Shop the allowed items under Technology Gadgets and Peripherals
3. Checkout - Business Order Information
4. Checkout - Shipping Address
5. Checkout – Payment - pre-selected Water.org Credit
6. Checkout - Review and Submit
7. Submission & Approval Notification

2.2 Direct Purchase to Suppliers – Using Staff's Corporate Cards

1. It is recommended that staff use their issued credit card for own purchases only.
2. Expense reporting for tech purchases requires adherence to the liquidation procedure defined in the latest credit card policy.

2.3 Direct Purchase to Suppliers – Water.Org office will pay

1. Contact local office administrator and/or local accountant for the item request.
2. Be explicit with the office administrator and local accountant about the request. Options can be directly delivered to home office, or store pickup, or delivered to WO office depending on your convenience.
3. Local vendors will be submitting invoices, delivery receipts and other important documents for payment.
4. The accountant will pay for the item, and in some cases, payment will be made before delivery, which is acceptable

2.4 Staff Reimbursement through T&E (Travel & Entertainment) System

1. Ensure that the item to be purchased is within the price ceiling and after the useful life if a replacement.

2. Purchase the item and acquire an official receipt named under Water.org.

3. Submit an expense claim using the T&E system, attaching the official receipt and images of the items including packaging.

4. Finance will process the reimbursement upon complete approval and payment will be made to the nominated bank account.

2.5 Cash advance request and reimbursement thru T&E system

1. Ensure that the item to be purchased is within the price ceiling and after the useful life if a replacement.
2. Request a cash advance from the local accountant for the item's amount, including probable shipping fees, taxes, and finance charges.
3. Purchase the item and acquire an official receipt named under Water.org.
4. Submit an expense claim using the T&E system, attaching the official receipt and images of the items including packaging.
5. Finance will process the expense report and settle any amount due to/from the employee within the standard processing time.

3. Non-Allowed Purchases

1. Chairs, desks, and footrest.
2. Inks, toners, paper, whiteboards, chalkboards, markers, and chalk.
3. Gift cards.
4. Desk Lamps, label markers, desk organizers.
5. Cleaning kits.
6. Portable chargers, External hard drives.
7. Paper Shredders.
8. Apple Air tag.

4. Disposal

Technology accessories and peripherals purchased with the technology allowance generally do not need to be returned if they have exceeded their useful life or if the staff member leaves the organization. However, the technology department reserves the right to request certain tech allowance accessories to be returned if needed such as Monitors, Docking Stations, etc. Laptops are considered assets of Water.org and must be returned when a staff member leaves the organization. If a laptop is being replaced for a current staff member, they are required to return their old laptop to their primary office location within two weeks of receiving a new laptop. The technology team will manage all returned laptops, either keeping them as spares, redeploying them, or recycling them based on their condition. **Currently, there is no procedure for transferring decommissioned laptops to staff members.**

5. Asset Tracking

The Finance and IT departments will monitor all workstations, technology gadgets, and peripherals purchased by the organization. This process aims to enhance asset visibility, minimize losses, and ensure efficient resource utilization.

III.   Approval and Responsibility

Water.org's procurement approval process is structured to align with the specific category of items being purchased. For the acquisition of **workstations**, the Technology Department holds exclusive authority over the selection of specifications, brands, and models. This ensures that all workstations meet the organization's standards and operational requirements.

Staff members are responsible for seeking and obtaining formal approval from the Technology Department before proceeding with any workstation purchase. This process is designed to maintain consistency, optimize performance, and ensure that all equipment adheres to Water.org' s technical and quality standards.

Water.org grants employees flexibility and freedom in selecting **technology gadgets and peripherals** that best suit their daily work requirements. This policy operates under the assumption that employees will demonstrate the highest level of professionalism and integrity by strictly adhering to the established price limits and useful life thresholds for such items.

To ensure compliance and maintain fiscal responsibility, the Finance and Technology teams will conduct regular audits and evaluations of technology item purchases. These checks are intended to verify adherence to the policy and to ensure that all acquisitions are justified and within the organization's financial guidelines

IV.   Additional Resources

Contact for Support

For any out of policy questions, contact help@water.org

Related Policies

1. [Global Technology Procedure](#)
2. [Corporate Card Policy (US)](#)

3. [Global Tech Plan](#)
4. [Remote Work Stipends Policy](#)