

Procedure for the purchase of IT-related equipment

- Purchases of IT-related equipment must be made through Support (it-support@meb.ki.se)
- Such purchases must be approved in advance by the person responsible (approver) on the project for which the cost is to be charged (in the simplest case by the approver of the project number being copied on an email to IT-support, otherwise the IT-support must contact the person responsible/approver for written approval (e.g. email/Teams) before the order is placed)
- o Support checks approver responsibility on projects directly in UBW
- If the purchase concerns equipment for an approver, the purchase must instead be approved by the AC or IT manager in advance
- Employees may have a maximum of one mobile phone, one tablet and one laptop at the same time. (Exceptions to this need to be approved by the AC or IT manager). Previously issued equipment must be returned before new equipment is handed out.
- New mobile phone, tablet, laptop, headphones may only be ordered in exceptional cases (approved by AC or IT manager) within 24 months of the corresponding previous purchase.
- Only permanent staff are offered a mobile phone (including MEX subscription). The purchase of a mobile phone without a MEX subscription is not permitted.
- Mobile phones are not purchased for affiliated employees or staff on leave of absence (see categories according to the cost allocation model)
- o If in doubt as to whether employees are affiliated or 100% on leave of absence, ask the question directly to the employee or check with the HR department.
- For other types of IT-related purchases (other than mobile phone, tablet or laptop) for research projects (exceeding SEK 10,000), Support must coordinate with the AC or IT manager before the order is placed.