

Faculty of Education: Faculty Computer Upgrade Guideline

Faculty members (Tenure/Tenure-track) are eligible for a UBC computer hardware upgrade (laptop or desktop) once every four years. The total reimbursable amount is \$2,000.

Eligibility:

- Full-time Tenure/Tenure-track Faculty
- The 4-year period begins as of the date of the reimbursement by the Faculty, not from the date of the equipment purchase.

Purchases can be made via 2 options:

Option 1:

- Purchases can be made through UBC IT (preferred method) via a service request
- Contact your department administrator to confirm your eligibility before submitting the service request:
<https://it.ubc.ca/services/desktop-print-services/desktop-and-laptop-setup-and-support/desktop-laptop-and-hardware>
- UBC IT will send a quotation and your department will arrange a JV payment to process your order.

Option 2:

- Purchase computer from a non-UBC source (non-preferred method).
- Contact your department administrator to confirm your eligibility before purchasing.
- Once your eligibility is confirmed, you may purchase your computer and submit the original receipt (itemized) for reimbursement.
- The Miscellaneous Expense Claim Form will need to be completed and attached with the original payment receipt.

Notes:

1. It is highly recommended to purchase a warranty for your equipment. This is to ensure your equipment is maintained throughout the 4-year period. The cost of warranty is reimbursable and is included in the \$2,000 limit.
2. In addition to warranty, other computer supplies such as mouse, keyboard, external hard drives, monitors, and equipment required to set up the computer or laptop are also reimbursable and are included in the \$2,000 limit.
3. All expenses related to the purchase must be submitted together. Additional claims cannot be made after the initial reimbursement to use up any remaining balance from the full \$2,000.