

Policy Summary: Faculty whose official duties are such that the use of the additional or special equipment is required or significantly enhances the teaching, research or scholarship for Keene State College may request specific equipment, machinery, tools or electronics (computer equipment or wireless communication devices). The policy is designed to facilitate the purchase of these devices when a business need or academic endeavor justifies the purchase and complies with all KSC and USNH policies.

How will the equipment, tools, machinery or electronics be used?
What functionality/usability is provided by the equipment that cannot be accomplished with a College-issued desktop/laptop or other machinery?
Will the use of the equipment significantly enhance the productivity of the faculty?

Faculty must file request with Dean for this purchase to determine if the goods purchased will be personal property of the faculty member and therefore be taxable income or if KSC will tag the property and retrieve said property from the faculty member upon departure from Keene State College.

- If electronics are purchased the faculty member agrees to comply with all policies related to utilizing computers and wireless communication equipment on the College network and accessing College data including, but not limited to, the Computer and Network Use Policy (CNUP) and College Data Access Policy.
- Faculty agrees to comply with KSC IT Group identified equipment security measures including the use of a passcode.
- Employee agrees to be responsible for equipment, tools, machinery or electronic devices that have been lost or damaged and/or replacement of said devices that are considered Keene State College property.
- Employee acknowledges that partial or complete reimbursement to the faculty from KSC funds for any equipment, tools, machinery or electronics that will be owned by the faculty will be included in taxable income in the year such reimbursement is made.

Item/Expenditure Description	Item/Expenditure Justification/Purpose	Cost	Quote/Documentation Attached
	TOTAL		

Keene State College
Computers and peripherals, iPad or Tablet Purchase
Purchase Approval/Reimbursement Form

Dean Approval: I confirm the expenditure for which reimbursement is requested is justified based on the official duties of the KSC employee named above. Below is the determination of ownership of the purchased property.

_____ **The above property will become KSC property and will not be taxable to the faculty member.**

_____ **The above property will become the personal property of the faculty member and will be taxed and reimbursed through payroll.**

Dean: _____ School: _____

Dean Signature: _____ Date: _____

Fund/Org: _____ Amount Approved: _____

For Computer Enhancements: As an authorized designee of Keene State College's Information Technology Group, I acknowledge meeting with this faculty member to discuss appropriate equipment standards and compatibility and functionality with existing KSC and USNH systems.

ITG Signature: _____ Date: _____

Employee Certification: I certify that I will comply with the KSC Computer and Network Use policy and agree to its terms and conditions. I understand that my equipment will be listed as property subject to IRS regulations and treated as taxable income.

Employee Name: _____ Employee ID#: _____

Employee Signature: _____ Date: _____

For Business Office/Human Resources

Budget Move: _____ Entered by: _____

POSN# _____ TRANS# _____ Entered by: _____