

# **New Professor Research/Startup Account Technology Purchasing Policy**

## **Edward J. Bloustein School of Planning and Public Policy**

- Information Technology ("IT") equipment associated with a home office that is in direct support of research and teaching is permitted.
- Non-IT equipment is not permitted, except where required by a disability finding or an REHS Ergonomic Assessment, such as a standing desk.
- Exceptions to restrictions on home-office purchases may be considered with the approval of the Associate Dean of the Faculty and Director of Business/Budget.
- All equipment purchased by Rutgers University is owned by Rutgers University. All Rutgers owned equipment designated for off-site use, must be signed out through the Bloustein School Information Technology Services Office using the official Rutgers sign out form for equipment removed from University premises. Employees that separate from Rutgers University must return all off site equipment prior to their last official date of employment with Rutgers University. Equipment that is no longer needed or has reached an end of life must also be returned to Rutgers University for re-allocation or disposal.

Policy Last Revised 6/30/22