

Can I purchase my work laptop or work phone for personal use?

- [How do I purchase my work phone for personal use?](#)
- [I am transitioning into retirement, how do I purchase my work laptop for myself?](#)



Applies to staff

This answer applies only to Metropolia staff, not students.

The old laptop must be returned when the new one is collected. Only **retiring employees are exceptions** to this rule. Additionally, Metropolia organizes two computer **sales events** per year where students and staff can purchase **decommissioned devices** at discounted prices. Information about these events will be communicated through [OMA](#).

How do I purchase my work phone for personal use?

Please contact the Financial Services - Accounting and Payment team for assistance with purchasing your work phone for personal use.

[Financial Services](#) (contact information at the bottom of the page)

I am transitioning into retirement, how do I purchase my work laptop for myself?

1. Please submit a service request stating that you would like to purchase your work laptop.
2. Attach the following information to the request:
 - a. Manufacturer of the desired device
 - b. Make of the desired device
 - c. Serial number of the desired device.
3. Wait for the helpdesk to contact you.

Please note that the laptop will be completely wiped and may not have an operating system at the time of sale. The user is responsible for obtaining and installing the operating system. This is because Metropolia's Windows license is valid only for computers owned by Metropolia.

[Voinko lunastaa työkannettavani tai työpuhelimeni itselleni?](#)