

## 6500 TECHNOLOGY PURCHASING

### A. Technology Purchasing

Requisitions for technology hardware, software and online services (e.g., PC's, laptops, LCD projectors, printers, SMARTboards, network attached equipment, internet required online services) as funded by school-based accounts and gifts from community organizations will be prepared by the technology department through approved vendors.

### B. Purchasing Procedure

1. Budget Managers work with the technology department to generate a proposal for hardware, software or online services they are looking to procure. In general, large technology upgrades should be identified as part of the budget formation process. Large purchases identified outside that process require the approval of the Superintendent, School Business Administrator, or other Central Office staff as appropriate.
2. Technology requisitions will be prepared by the technology department via the district fund accounting package in accordance with the purchasing policies and procedures.
3. Building Administrator will submit requisition via e-mail to technology department support system and technology department will enter the order into district fund accounting package.
4. Level I approval will be completed by the Director of Technology.
5. Level II approval will be completed by the Superintendent.
6. Level III approval will be completed by the Purchasing Supervisor or Assistant School Business Administrator.
7. Level IV approval will be completed by the School Business Administrator.
8. If technology or the funds to purchase technology were received as a gift, then the Board must formally accept the gift in accordance with Policy 7230.

### C. The Director of Technology will be responsible for the following:



# REGULATION

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Technology Purchasing

1. Determining the shipment of individual technology purchases.
2. Inventorying items, by school, once they have been received in district.
3. Establishing a schedule to set-up new technology in the appropriate location with technicians and district maintenance.

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