
TECHNOLOGY PURCHASING

Background

Centralized technology purchasing ensures equitable access to staff and students and guarantees that equipment works within the Division infrastructure. This centralized approach provides for effective maintenance, support, accurate inventory, benefits of economy of scale, and complies with sound business practices

Procedures

1. Division technology purchases will adhere to legislative requirements for competitive buying practices as outlined in Administrative Procedure 515 – Purchasing.
2. Hardware and software purchases will follow the procedure authorized by the Technology Department:
 - 2.1 The principal/supervisor will complete the *Technology Procurement Form* accessed through Service Desk.
3. Cell phones will be purchased through the Technology Department.
 - 3.1 The principal/supervisor will complete the *Technology Procurement Form* accessed through Service Desk
 - 3.2 Cell phones will not be replaced prior to the three (3) year anniversary of its purchase date unless deemed necessary.
 - 3.3 The cost of purchasing and monthly services of cell phones are borne by school or department budgets for whom the phone is supplied.
4. All users issued a Division device will complete Form 140-02 Device Contract and return to their supervisor.

Reference: Section 33,52,53,68,85,188,196,197,204,222,225,229 Education Act
Freedom of Information and Protection of Privacy Act
AP 515 Purchasing

Approved: May 16, 2017
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