

TECHNOLOGY REQUISITION PROCEDURES

Hardware includes computing devices, printers, and monitors. Software includes programs, applications, and paid web tools. Please use the following guidelines when making hardware or software requisitions:

T-CODE

All hardware/software requisitions are to be ordered under the Campus-Department T approval group number in E-Finance. This is to ensure that items are properly vetted for appropriate use, privacy concerns, etc. before purchase. Items such as toner and adapters are considered to be supplies and do not need to be entered under the T approval group number.



SOFTWARE

Software purchases should be completed under the guidance of department, campus, or curriculum leaders and in conjunction with Instructional Technology. For assistance with vetting software before purchase, please put in a HelpDesk at helpdesk.nisdtx.org



LOGISTICS

All assets are first shipped to the warehouse in order for the Technology Department to tag and inventory the items.

**Ship to: NISD Distribution Center
205 Tiger Drive Rhome Texas 76078**

Purchase orders should state the following:
Campus/Department name Attention: Requestor
Orders will then be delivered to campus/department and the appropriate recipient as notated in the requisition.



TECHPO EMAIL

All purchase orders sent to vendors should be CC to: techpo@nisdtx.org
When creating your PO in eFinance choose **954 Northwest ISD Administration as the delivery/shipping location.**

