

## **Technology Equipment and Software Purchases**

### **Equipment**

Technology purchases made with District, PTO, grant, or donated funds, including but not limited to, computers, mobile devices, printers, projectors, etc. must be ordered using the BPSD technology ordering system. If a comparable approved item is not listed in the system, a special order request may be submitted. All special order requests are reviewed by the Technology Department and may be accepted or declined based on the associated research-based, technical requirements, support requirements, and/or consistency with the District goals. Any purchases that are not initiated through this process risk delayed implementation or denied support.

District technology purchases will follow current North Dakota Century Code.

### **Software, Online Subscriptions, and Purchased Applications**

Currently approved and available software can be ordered or requested through the BPSD Technology Department. New requests must be approved through the District New Resource Request process.

### **Emergency Purchases**

Reasonable effort will be made to ensure that any emergency purchase made necessary due to equipment failure, will be made at the lowest price from a vendor available to provide the needed parts and/or equipment in an expedient manner.