



## RICHLAND ONE

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### **DRAPE Addendum**

October 18, 2024

A maximum number of **five (5)** items listed on the district's Approved Hardware list is **exempt** from the DRAPE process. The approved list can be found on the [Approved Hardware](#) website located in the Information Technology Standard Operating Procedures document located on the [IT Standard Operating Procedures webpage](#).

Once items have been identified for purchase, users will request a quote by submitting a [One to One Plus](#) ticket. All quotes must have Johnny Brown's information and/or signature located on the top. When entering a requisition in Munis, users will attach a copy of the Approved Hardware document located on the [Approved Hardware](#) website in the Information Technology Standard Operating Procedures.