

Galena Park ISD

Approval Process for Purchasing Digital Resources, Software, or Subscriptions

To ensure compliance, all requests for new software, digital resources, or subscriptions must follow the process outlined below.

Step 1: Initiate the Request

- The person seeking to purchase the resource (the **requestor**) must submit a [Resource Approval Request](#) form. Find the form in **District Forms** available in **ClassLink** or under the **Staff** tab on the district website. (This is an update from the previously used Request for Software Purchase in Eduphoria Formspace.)
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Step 2: Provide Supporting Documentation

- Be prepared to include the following with your request:
 - **Price quote(s) from the vendor**
 - **Vendor contact information**
 - **Implementation plan (how/when it will be used)**
 - **Single Sign-On integration (ClassLink or Google)**
 - **Setup requirements**



Step 3: Software Committee Review

- Requests are reviewed by the **Software & Digital Resource Committee**.
- The Committee may schedule a meeting with the requestor to gather more details. Each request is vetted for:
 - **Data privacy compliance**
 - **Network and device compatibility**
 - **Instructional material alignment (if instructional use is intended)**
 - **Implementation and evaluation plans**
 - **Procurement compliance**
 - **Adherence to any other district, state, and federal policies**



Step 4: Final Approval

- After review, the Committee makes a recommendation. The request then goes to the **appropriate Cabinet member** for final approval. Only after final approval may a requisition be entered.
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Important Reminders

- **Do not email secure information** such as student IDs, usernames, or passwords to vendors. If a vendor requests such data, direct them to the Technology Department for a secure transfer method.
- All new purchases (and renewals with modified or updated contracts) must go through this approval process.
- Failure to follow the process may result in delays or denial of purchase requests.
- Subscription-based purchases must use the 6295 object code. Subscriptions may not be paid by Pcard.

Questions? Contact Rachel Hinshaw (x1035) or Michelle Young (x1469).