



Technology Purchase Approval Procedure

Purpose:

This procedure ensures that all technology-related purchases are properly approved (compatible with existing system and district policies), tracked, and inventoried to maintain consistency and asset management within the district.

Scope:

This procedure applies to all staff and departments requesting technology purchases, including hardware, software, peripherals, and consumables such as printer ink.

Procedure:

1. Purchase Request Submission

- All technology purchase requests must be submitted through the district **Helpdesk Ticketing System**.
- Requests must include:
 - Item description and quantity
 - Purpose of the purchase
 - Estimated cost
 - Any relevant quotes or vendor information

2. Approval Requirement

- The **Technology Department** will review all submitted requests.
- **No technology purchase may be made prior to approval.**
- Requests will be evaluated for compatibility with existing systems and district policies.

3. Post-Approval

- Once approved, the requesting staff member may proceed with the purchase.
- Purchases must follow the district's procurement policies.

4. **Delivery and Inventory Notification**

- Upon delivery of technology items, the **Technology Department** must be notified immediately.
- All delivered items will be:
 - Entered into the inventory system
 - Asset tagged
 - Verified for compliance with the purchase request
- No technology item may be issued to staff or students before inventory and tagging are completed.

5. **Consumables**

- Only **OEM (Original Equipment Manufacturer) ink** may be purchased for district printers.
- Any request for non-OEM supplies will not be approved.

Responsibilities:

- **Requesting Staff:** Submit purchase requests through the Helpdesk and notify Technology Department upon delivery.
- **Technology Department:** Review and approve requests, update inventory records, and ensure asset tagging before issuance.

Compliance:

Failure to follow this procedure may result in non-reimbursement of unauthorized purchases and delays in technology deployment.