



**RICHLAND ONE**

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## **Technology Approval Process Addendum**

March 3, 2026

A maximum number of **five (5)** items listed on the district's Approved Hardware list is **exempt** from the Technology Approval process. The approved list can be found on the Approved Hardware page 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. When entering a requisition in Munis, users will attach a copy of the items from the Approved Hardware page in the Information Technology Standard Operating Procedures.