

6500 TECHNOLOGY PURCHASING

A. Technology Purchasing

Requisitions for technology hardware, **software and online services** (e.g., PC's, laptops, LCD projectors, printers, SMARTboards, **network attached equipment, internet required online services**) as funded by school-based accounts and gifts from community organizations will be prepared by ~~building administration~~ **the technology department through approved vendors** using ~~"Randolph Technology Department Quarterly Hardware List"~~.

B. Purchasing Procedure

1. ~~The building administrator selects the product from the "Randolph Technology Department Quarterly Hardware List" and calls the State Contract vendor for pricing.~~ **Budget Managers work with the technology department to generate a proposal for hardware, software or online services they are looking to procure. In general, large technology upgrades should be identified as part of the budget formation process. Large purchases identified outside that process require the approval of the Superintendent, School Business Administrator, or other Central Office staff as appropriate.**
2. ~~Technology requisitions for hardware will be prepared by building administrator~~ **the technology department** via the ~~Systems 3000 protocol~~ **district fund accounting package in accordance with the purchasing department policies and procedures.**
3. Building Administrator will submit requisition via e-mail to ~~the Network Administrator and the~~ **technology department support system and** technology department will enter the order into ~~System 3000-district fund accounting package.~~
4. Level I approval will be completed by the ~~Network Administrator~~ **Director of Technology.**
5. Level II approval will be completed by the Superintendent ~~designee.~~
6. Level III approval will be completed by the **Purchasing Supervisor or Assistant School Business Administrator.** ~~Business Administrator.~~



REGULATION

RANDOLPH BOARD OF EDUCATION

FINANCES
R 6500/page 2 of 2
Technology Purchasing

7. **Level IV approval will be completed by the School Business Administrator.**
 - 7.8. If technology or the funds to purchase technology were received as a gift, then the Board must formally accept the gift **in accordance with Policy 7230.**
- C. The ~~Network Administrator~~ **Director of Technology** will be responsible for the following:
1. Determining the shipment of individual technology purchases.
 2. Inventorying items, by school, once they have been received in district.
 3. Establishing a schedule to set-up new technology in the appropriate location with technicians and district maintenance.
 4. ~~Update the "Randolph Technology Department Quarterly Hardware List" to reflect current state contract fees.~~

Issued: 19 June 2007

Adopted: 15 January 2013

Revised: 18 October 2016; _____

