

R 6500 TECHNOLOGY PURCHASING

A. Technology Purchasing

Requisitions for technology hardware (e.g., PC's, laptops, LCD projectors, printers, SMARTboards) as funded by school-based accounts and gifts from community organizations will be prepared by building administration 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.
2. Technology requisitions for hardware will be prepared by building administrator via the Systems 3000 protocol.
3. Building Administrator will submit requisition via e-mail to the Network Administrator and the Technology Department will enter the order into System 3000.
4. Level I approval will be completed by the Network Administrator.
5. Level II approval will be completed by the **Assistant Superintendent designee**.
6. Level III approval will be completed by the Business Administrator.
7. If technology or the funds to purchase technology were received as a gift, then the Board must formally accept the gift.

C. The Network Administrator 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.

Adopted: 15 January 2013

Revised:

