

Technology Purchasing Policy

All technology related purchases will be made by Technology Services.

- 1). If a piece of technology needs to be purchased, the requester will send in a formal request via email to Technology Services with an explanation of the need so that an appropriate item can be found and quoted.
- 2). Once an item is found, Technology Services will send an official quote to the requester who will fill out the appropriate requisition(s) and monitor the requisition(s) until they are fully approved and a PO# has been created.
- 3). Once a PO# has been created, the requester will send it to Technology Services so that they may purchase the item on behalf of the requester.
- 4). Once the item arrives Technology Services will notify the requester and the accounts payable office of its arrival and coordinate installation with the requester.

Technology related purchases are anything that Technology Services is expected to provide support for and include but are not limited to:

Computers, printers, scanners, fax machines, copiers, tablet/mobile devices, software of any kind, projectors, smartboards, audio/video equipment, etc.