



ADMINISTRATIVE MEMORANDUM

PURCHASE OF TECHNOLOGY | 6001.4

All buildings/departments are required to submit technology-related purchase orders to the Technology Office. All technology purchases must follow the procedures as outlined. Employees are responsible for following all guidelines related to technology purchases including those listed in the Technology Purchase Guidelines Acknowledgement (attached). (Employees are given an opportunity to read and sign the acknowledgement when they begin employment.) Any deviations will be dealt with on an individual basis.

The following guidelines apply to any technology purchase that totals \$10,000 or more, or that includes non-standard items:

1. A Technology Expansion Proposal (attached) is required for any technology project that totals \$10,000 or more, or that includes non-standard items. (The District catalog of standard equipment is available on the Technology Office section of the District website.) Proposals will be evaluated by the Superintendent's Cabinet to ensure they are in line with District initiatives and that technology support costs have been addressed. Additional projects may be brought to the Superintendent's Cabinet by the Manager of Technology if there is a concern that the project will adversely impact existing technology support efforts.
2. Technology Expansion Proposals may take up to one month for final approval. Buildings should plan accordingly.

The following guidelines apply to all technology purchases (except consumables such as toner, blank media, and batteries):

3. Hardware must be purchased from the District catalog of standard equipment unless prior approval is given by the Manager of Technology.
4. To ensure timely installation after approval, the Technology Office may stock some standard items. There are certain times (e.g., beginning of the school year and during online testing) when delivery and installation will not occur. An installation timeline will be part of any approved Technology Expansion Proposal.
5. Equipment being provided by groups outside of the District financial system (e.g., PTAs) must still go through the technology approval process before installation. Red Clay Consolidated School District School Year 2010- 2011
6. The "Ship To" address for technology purchases must be the Technology Office.
7. Regardless of the funding source, schools/departments may be required to demonstrate proficiency, or submit a training plan, prior to a technology approval.
8. Technology purchase orders must be routed to the Technology Office prior to final purchase order sign-off. (For example, if a building's technology purchase requires approval by the Director of School Operations, the purchase order must receive approval from the Manager of Technology first.)



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9. No technology purchases which would require District reimbursement may be made by individual staff members. Such requests will be denied unless prior approval is given by the Manager of Technology.
10. All technology purchase orders must contain a sufficient description of the purchase. ("See attached" will not be accepted as a sufficient description.)
11. All technology purchase orders must contain the room number and/or staff member's name.

Questions about the information contained in this administrative memorandum should be directed to the Manager of Technology