Purchasing procedures

All qualifying technology purchases (see list below) must be made through the technology office following the steps below.

1. Requestor must obtain a Technology Purchase Order (PO) Form from his/her school's bookkeeper. 2. Requestor must fill out entire form: including Date, Vendor Info, Contact, Vendor # (can be completed by bookkeeper), Phone/Fax Numbers, Quantity, Description, MUNIS Code (can be completed by bookkeeper), Unit Cost, Amount, Signature, Date 3. Requestor takes filled-out PO Form to their school principal for his/her signature. 4. Requestor gives signed PO Form to their school bookkeeper to have it entered into MUNIS. 5. The school bookkeeper writes the assigned Requisition # on the form. 6. The school bookkeeper or requestor sends through the courier or delivers the PO form to the District Technology Office (DTO) bookkeeper. 7. The Chief Information Officer (CIO) signs the PO Form. 8. The DTO Bookkeeper approves the requisition so that it can be converted to a PO. 9. Upon Conversion, the PO is faxed or submitted on-line to the vendor by the DTO Bookkeeper.

Qualifying items that must be purchased through DTO This is a partial list and not totally inclusive. If you have questions contact the DTO for clarification.

* Computers

* Software

* Repair parts or computer upgrade hardware

* Peripherals (scanners, printers, digital cameras, etc.)

* All drops (video, data, phone, etc.)

* Patch cables – Ethernet cables

* Projection devices

* Display devices (monitors, TV, etc.)

Items that can be purchased by schools

* Ink cartridges

* Video and audio tapes

* Disks (3 1/2”, zip, etc.)

* Blank CD/CDR disks

* Computer furniture