

# Technology Purchasing Procedures



The Technology Purchasing Procedures apply to all computing, multimedia, software, and network equipment related resources of Pleasantville Public Schools. All purchases must be reviewed and approved by the Director of Information Technology.

## **Technology Approval or Quote Request Process**

The items listed below cannot be purchased without prior approval. All requests must be submitted by filling out the request for technology form located on the district website.

### **Resources requiring approval include but are not limited to:**

- Computer Monitors and Displays, Computer Accessories, Cables, Electronics, Networking Equipment, Technology Office Equipment and Supplies, Phone and Video Conferencing, Power Supplies for Tech Resources, Printer and Supplies, Servers, Storage and Hardware, Digital Signage, Chromebook Carts, Any/All Device Chargers, All Apple Devices and mobile Devices
- Projection and Display: Projectors, Projector screens, Commercial Displays, Video Presenters, Video Conferencing Equipment, Promethean Boards, Smart Boards.
- All Multi-Media/Audio Video Equipment including but not limited to Photography Equipment, Drones, Cameras, Camcorders, Microphones, Mixers, Computer Audio, Recorders, Televisions, Displays, Streaming and Media, PA Systems, Audio Conferencing Equipment
- VR Gaming, PC Gaming and Console Gaming Equipment
- Surveillance Tech Equipment: Cameras, Access Control Systems, Audio Surveillance
- New Software or Licenses, Software Renewals

- Peripheral equipment that connects to the Pleasantville School District Network (i.e., printers, scanners, etc.)

**IT approval and quote request steps are detailed below:**

1. Complete and submit a technology request form describing the desired technology purchase. The technology department will assist in selecting the appropriate equipment and obtaining a quote from an approved supplier.
2. Request for Quotations must be aligned with the Road Map/Technology recommendations provided by Technology Department.

Information Technology will schedule a 'needs assessment' that will include any supplemental items that evaluates the environment in which the item will be used. I.T. will then obtain and forward quotes to the interested department.

Note: Some requests may be handled by a part rather than a replacement unit. Some items will require accessories or supplies.

Information Technology recommendations and approval is required to ensure that minimum standards are being met and to confirm that the item will work in the environment and to allow potential coordination with other purchases that could save money and align to the yearly school budgeted amounts for technology items.

**Ordering:** A Department submits a requisition with the makes and models for all items and a quote number (where appropriate) and gets approval. Every purchase order is reviewed by Purchasing to ensure that the review process was followed.

**The purchase order is declined if not.**

- All orders must be submitted through the Districts requisition and purchase order process.
- Once an acceptable quote is obtained, the department will follow the districts procurement procedures to place the order with the supplier.
- All technology related purchases processed Must include an upload of the Approved Technology form within the upload section of the Requisition, along

with the statement "Approved by Director of Technology" within the comments section in order to obtain approval.

- A copy of the requisition with all documentation must be attached and forwarded to the Business Office
- All deliveries must be received, inventoried and configured by the Information Technology Department. (Larger Items such as Promethean Boards will be Delivered directly to Schools/Tech Department must be kept in the Loop)

All items will be signed for when delivered by Information Technology. All replaced items are brought back to Information Technology/stored in a secure location within each school building.

**Receiving: All deliveries must be addressed as follows:**

Attention: IT Department, Director of Technology,  
(Requester Name – E.g.: Building Tech Coordinator/Department Head) P020XXXX  
Pleasantville Public Schools  
801 Mill Road  
PO Box 960  
Pleasantville, NJ 08232-0960

Once items have been inventoried, and configured if needed, Information Technology will schedule delivery.

***Delivery:*** Upon delivery, a form with the item or list of items is presented and signed to document receipt and transfer of accountability. Replaced items are returned to inventory for surplus or redeployment.