

## AP 6331 Taft College Technology Purchase Procedures

In support of the District's goal of providing the necessary technology for institutional success, this is a reminder of the standing procedures for the purchase and allocation of technology equipment.

1. All electronics, equipment, and other computer-related purchases must have prior written approval of the Vice President in charge of your area.
2. All purchases must be handled by Information Technology to ensure best pricing and to make sure the equipment meets District standards.
3. Equipment purchases above \$81,000 must comply with the state guidelines for securing competitive bids.
4. Appropriate paperwork must be sent to the Business Office in case of a County Office of Education audit request.
5. Purchases with contractual agreements must be reviewed and receive board approval prior to a purchase order being placed.
6. The California State bid limit is \$81,000. Purchases exceeding \$81,000 must be submitted under the RFP process and follow the district award process with complete documentation – see AP# 6330 Appendix A.
7. The Information Technology Purchase Request form is to be used and reviewed prior to creating a purchase order.
8. All purchases must be delivered to the Information Technology department for proper inventory recording and tagging.
9. Information Technology will track the following equipment information:
  - A. Make, model, and serial number
  - B. Technical information
  - C. Designated equipment location and person the equipment will be assigned to
  - D. If purchased with warranty, warranty information and warranty expiration date
  - E. Maintenance and license information
10. Once received and entered into the Inventory System, the Information Technology department will disseminate equipment in a timely manner.

11. All equipment being submitted for repairs will be entered into the service request system, issued a work order, and when completed, be returned to the appropriate person.
12. Prior to the end of each school year, issued equipment must be inspected for regular updates, replacement of inventory tag, and an maintenance service, if needed.
13. Damaged or lost equipment must be reported to the IT department by the next available business day. Appropriate personnel will be notified of the loss or cost.



**IT Purchase Request Form**

**Requested By:**

Name \_\_\_\_\_

Area Supervisor/Director \_\_\_\_\_ Date \_\_\_\_\_

<b>Purchase Item</b> <small>(Example: Desktop, Macbook)</small>	<b>Budget Code</b>

**Vendor Info:** \_\_\_\_\_

**Approved By:**

Name \_\_\_\_\_

Vice President \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Director ITS \_\_\_\_\_ Date \_\_\_\_\_

**Notes:**

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