Administrative operating guidelines are intended to supplement and define Board policies, serve as administrative regulations and official directives.

TABLE OF CONTENTS

.1 PURPOSE
.2 DEFINITIONS
.3 TECHNOLOGY PURCHASE OR LEASE REQUEST
.4 TECHNOLOGY REQUEST REVIEW
.5 PURCHASE ORDER PROCESSING
.6 RECEIPT, INVENTORY TRACKING & DELIVERY

.1 PURPOSE

The purpose of this guideline is to establish a uniform process for the selection, purchase, delivery and installation of technology products. Additionally, this guideline establishes the process for maintaining an accurate inventory record for all TISD technology products, seeks to respect all computer software copyrights and to adhere to the terms of all software licenses to which the district is a party.

.2 DEFINITIONS

Technology refers to any digital system of hardware, software, supply, component, module, and infrastructure or maintenance contract used for instructional or managerial purposes in the district regardless of the funding source or cost. Examples of technology include, but are not limited to, computers, cameras, printers, ebook readers, cabling, projectors, telephones, switches, routers, etc.

.3 TECHNOLOGY PURCHASE OR LEASE REQUEST

All requests for purchase or lease of technology must begin with the customer placing a work order. Work orders are placed using the Eduphoria Help Desk application (https://eduphoria.tylerisd.org) menu #10. Pricing and Purchasing. The work order creates a record of the request and forwards it to the Technology Purchasing & Project Coordinator. The customer will receive an E-mail confirmation of the work order and can track the progress of the work order through the Help Desk application.

.4 TECHNOLOGY REQUEST REVIEW

All requests to purchase or lease technology will be reviewed by the Director of Technology Services. The Executive Director of Curriculum, Instruction and Staff Development will be involved in the review process if the request is related to instructional technology. Each request will be analyzed to determine if it is compatible with the district’s existing systems and, if applicable, with the district’s curriculum.
Technology Services will determine the best vendor, pricing, configuration, procurement standards, budget availability and installation contractor as necessary. The Director of Technology Services will provide the customer with written authorization to proceed with the purchase or reason for denial of the purchase.

.5 PURCHASE ORDER PROCESSING

Once purchase is approved, the customer will create a Purchase Order Request in TEAMS. The Work Order number associated with the original request must be on the PO. Technology Services will be available to assist with the creation of the PO. All PO Requests will be reviewed to ensure accuracy and completeness. All technology purchases must go through the purchase order process and not involve direct pays, short form purchase orders, district credit cards, or employee reimbursement. Items not associated with a purchase order will not be paid by the district without the written approval of the Director of Technology Services. The Technology Service Center is exempt from this requirement.

.6 RECEIVING, INVENTORY TRACKING, DELIVERY AND INSTALLATION

All technology orders will be delivered to the Fixed Asset Department where they will be received, bar coded, entered into the Fixed Asset system and/or Hayes Inventory system, and then sent to the Technology Service Center for configuration and installation or to the customer as appropriate. Technology Services will coordinate installation with outside contractors when necessary.