

**Technology Purchasing
Procedures
9/1/2010**

I.Computers (Desktops and Laptops)

Technology will continue to order all desktop computers and laptops.

- A. Send your request to Technology on a Technology Purchase Request Form (found on District website).**
- B. For each desktop or laptop ordered a license for Microsoft Office has to be purchased, they are \$52.00 each. Send a Technology Purchase Request to Technology for the license purchases.**
- C. Technology will prepare the purchase order, receive the equipment, prepare the computer with software and deliver to the buildings.**
- D. All of the computers and laptops have to meet the configuration standards for the Domain and network. The operating system cannot be any version of the Home Operating System for Vista or Windows 7. All of the computers should have a minimum Three year warranty; a Five year warranty is preferred.**

II.Projectors and Document Cameras

- A. Technology has posted recommended projectors and document cameras on the District Technology Price List.**
- B. The recommended projectors and document cameras are on recommended lists for education and have a three year warranty.**
- C. The information needed to prepare a purchase order can be found on the Technology Price List.**
 - 1. Make and Model Number**
 - 2. Recommended Vendor: including their Name, APSCN Vendor Number, and Fax Number.**
 - 3. If the vendor is a member of the TAPS Purchasing Consortium, it will be indicated and the statement "Quote for Taps" is required to be entered into the Purchase Order DESC: field.**

III. Printers

A. Technology has posted recommended printers on the District Technology Price List.

B. Technology has been recommending the Brother line of printers. We have had very good luck with the Brother line of printers on the District network.

C. Connecting Point Computers located in Conway is a Brother authorized Service for warranty work and all service repairs.

D. The information needed to prepare a purchase order can be found on the Technology Price List.

- 1. Make and Model Number**
- 2. Recommended Vendor: including their Name, APSCN Vendor Number, and Fax Number.**
- 3. If the vendor is a member of the TAPS Purchasing Consortium, it will be indicated and the statement "Quote for Taps" is required to be entered into the Purchase Order DESC: field.**

IV. Projector Bulbs

A. Technology will post a list of projector bulbs for the projectors used in the district on the District Technology Price List.

B. The information needed to prepare a purchase order can be found on the Technology Price List.

- 1. Make and Model Number**
- 2. Recommended Vendor: including their Name, APSCN Vendor Number, and Fax Number.**

C. The information needed to prepare a purchase order can be found on the Technology Price List.

- 1. Make and Model Number**

2. **Recommended Vendor: including their Name, APSCN Vendor Number, and Fax Number.**
3. **If the vendor is a member of the TAPS Purchasing Consortium, it will be indicated and the statement “Quote for Taps” is required to be entered into the Purchase Order DESC: field.**

V.Cables and Other Miscellaneous Items

A. Technology will post a list of cables and other miscellaneous items used in the district on the District Technology Price List.

B. The information needed to prepare a purchase order can be found on the Technology Price List.

1. **Make and Model Number**
2. **Recommended Vendor: including their Name, APSCN Vendor Number, and Fax Number.**

C. The information needed to prepare a purchase order can be found on the Technology Price List.

1. **Make and Model Number**
2. **Recommended Vendor: including their Name, APSCN Vendor Number, and Fax Number.**
3. **If the vendor is a member of the TAPS Purchasing Consortium, it will be indicated and the statement “Quote for Taps” is required to be entered into the Purchase Order DESC: field.**

VI.Purchase Orders

A. Purchasing orders will be requisitioned through normal APSCN procedures. After receiving the purchase order, fax it to the vendor, or if the vendor is local you can carry one to them.

B. After receipt of the product, send a copy of the packing slip (with the serial number recorded on it), a copy of the purchase order, and a copy of the invoice, attached to a

Technology New Equipment Inventory Form (the form can be found on the District Web Site)

CONWAY PUBLIC SCHOOLS INVENTORY SHEET

PLEASE FILL OUT ALL OF THE REQUIRED FIELDS

***Inventory Sheet filled by:** _____

Asset# (assigned by technology): _____

***Serial Number:** _____

Secondary# (old inventory #): _____

Catalog# (from database catalog): _____

Current Room Tag (assigned by tech): _____

***Name of School:** _____

***Current Building (if more than one on campus):** _____

***Current floor:** _____

***Room Number:** _____

***Room Location:** _____

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FOR TECHNOLOGY USE ONLY

Cost per Unit: _____

Purchase Order#: _____

Operation System _____

CPU (type and speed) _____

RAM Size (how much) _____ RAM Type _____

Office Version: _____

Description: _____

Date Acquired: _____

Vendor: _____

Manufacturer: _____

Model: _____

Budget Account: _____

Invoice: _____

Check Number: _____ Fund Source: _____

