Appendix E
Technology Procurement

LONGVIEW INDEPENDENT SCHOOL DISTRICT
2006 - 2008

All LISD technology purchases should follow these procedures regardless of funding sources:

1. Determine if the technology you are purchasing is considered software, a peripheral, a computer, an upgrade, or a separate initiative which would include the integration of software, peripherals and workstations.
   - **Software** is any code executed on a computer even when executed as an application through a web browser.
   - **Peripherals** are connected devices external to a computer (printers, scanners, digital cameras, projectors, etc.)
   - **Upgrades** are internal computer devices (CD-RWs, ZIP drives, DVD drives, memory, etc.) used to replace existing components.
   - **Computers** are considered to be a complete operating unit of a case, monitor, keyboard and mouse. The operating system of the computer (Windows, Linux, MacOS) is not considered software.
   - **Initiatives** are purchases of multiple computers to be installed in one location, a computer and a peripheral that will operate as one unit, or software that must be installed in more than one location to operate (the computer and the network, for example). A computer lab purchase is an initiative. Networked software is an initiative.
2. Determine if the technology you are purchasing is supported by the technology department. Consult Appendix F of the LISD Technology Plan for current supported technologies and read the information in this document. If you still have questions, contact the technology department. *All* technology purchases regardless of support status or funding source must be countersigned by the technology department.
   - **Supported software** can be purchased without a review from the technology department. It should be requisitioned by the purchasing party and countersigned by technology. The software will not be installed until proof of licensing is provided to the technology department.
   - **Unsupported software** must receive approval from the technology department for compatibility with our current configurations. Unsupported software that is approved for purchase does not make the software supported. The technology department will not install, maintain or troubleshoot this software. Unsupported software should be requisitioned by the purchasing party and countersigned by technology.
   - **Upgrades** *must* be reviewed by the technology department. If the upgrade is approved, it will be installed by the technology department. Upgrades are requisitioned by the purchasing party and countersigned by technology. An installation will be scheduled after arrival of the product.

- **Supported computers** can be purchased without a review from the technology department. *Any* configuration change from a supported model must be reviewed by the technology department. Supported computers can be requisitioned by either the purchasing party (with technology sign off) or the technology department.
- **Unsupported computers** must receive approval from the technology department before purchase. An unsupported computer purchased because of a need that can only be addressed with an unsupported computer *may* be considered a supported computer. If an unsupported computer is purchased, the technology department will not be responsible for the installation, configuration, support, maintenance and repair of the computer. Network connectivity is not guaranteed and suitability for any particular purpose will not be addressed by the technology department. Unsupported computers should be requisitioned by the purchasing party.
- **Initiatives must be approved.** Plans should be submitted to appropriate curriculum supervisors as well as the technology department.

3. Requisition the technology according to business office procedures. Confirm with the technology department the shipping address for all computers and initiatives. The nature of the order will dictate the efficiency of shipping to the campus or the technology department. Send the requisition to the technology department for an approval signature. The business office requires this. A technology requisition without a technology department signature will be returned. The technology department will mark on the requisition if it is for an unsupported technology and if it is a replacement computer or has been approved as an additional computer. If the technology department will be completing the requisition, forward the purchase information as well as a budget code to the technology department. The technology department will sign the requisition and send it back to the originator for budget approval. The requisition should then be sent to the business office.

4. If the order is shipped to your location, notify the technology department when your purchase arrives. Regardless of shipping destination, a work request will be entered and installation scheduled upon arrival. New installations are generally prioritized behind requests for repair of instructional equipment that is currently deployed. A new computer should never be connected to the network without first being configured by technology. It is board policy that only technology approved personnel install software on computers. Most attempts to install technology without the technology department's help generate more problems than they solve. Please be patient.

5. The party that receives the shipped technology will generally be responsible for completing an inventory sheet for the business office.