



# Dothan City Schools

<b>Procedure No.</b> Tech-01.1	<b>Title:</b> Purchasing of Technology Equipment
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<b>Effective:</b> 02-01-2020	<b>Revised:</b> 02-01-2020

## 1. PURPOSE

To standardize and regulate the deployment of technology related equipment throughout the school system

## 2. APPLICABILITY

All Dothan City School staff, faculty, and administration

## 3. PROCEDURES

**A.** Identify requirements for equipment by working with members of the Technology Department for the specific upgrade, replacement or project.

**B.** Review document "Approved List of Technology Equipment" located on the DCS website under the Technology Department tab.

**C.** Select the tab at the bottom of the page that indicates the category of equipment that is required.

**D.** Search for the item previously recommended by the Technology Department for your specific requirements.

**E.** Make note of the product name, description, current price, and vendor.

**F.** Use information from the above step to create requisition or purchase order.

## 4. Notes

**A.** Never use a previously printed copy of the above referenced document. Always visit the website for the latest pricing on equipment. Descriptions, item numbers, and pricing are updated frequently.

**B.** Make sure that when selecting items to be ordered that you include all required cabling, mounts/brackets, power supplies, charging adapters/carts, or any other peripherals. If you are unsure of the cabling or other requirements, please contact the Technology Department for guidance.