Dothan City Schools

Procedure No. Tech-01.1	**Title:** Purchasing of Technology Equipment	
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Effective: 02-01-2020		**Revised:** 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 reccomended 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 perhiperals. If you are unsure of the cabling or other requirements, please contact the Technology Department for guidance.