

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 2930-2
SUBJECT: PURCHASE OF INFORMATION TECHNOLOGY EQUIPMENT	DATE OF ISSUE: 06/28/85 <hr/> REVISIONS: 01/15/87; 06/01/88; 08/01/96 <hr/> PREPARING OFFICE: EDUCATIONAL SERVICES

I. PURPOSE:

To provide guidance for purchasing information technology equipment for either administrative or educational use in the office or classroom.

II. PERSONNEL AFFECTED:

All district personnel who plan to purchase information technology equipment for either administrative or educational use in the office or classroom.

III. PROCEDURE:

- A. Before any decision to purchase information technology equipment for either administrative or educational use in the office or classroom is made, consultation should first be made with the department supervisor or general director and division supervisor relative to the availability of funding and to the general feasibility of the proposed application.
- B. Once the availability of funding has been established and approval of the division supervisor relative to the general feasibility of the proposed application has been secured, the associate superintendent should be consulted relative to specific hardware and/or software configurations.
- C. If it is not apparent what hardware/software configuration would best meet the requirements of the proposed application, the associate superintendent will confer with the staff of the Information Technology Department and/or the Instructional Computing Group.
- D. A recommendation relative to the hardware/software configuration will then be made to the user and placed on the agenda for the next meeting of the Information Technology Advisory Council for review and discussion. (If the proposed application affects more than one school or department, it will be presented to the appropriate users' group for review and discussion before being presented to the Information Technology Advisory Council.
- E. When approval of the Information Technology Advisory Council has been secured, the user will then prepare a requisition for the purchase or lease of the approved hardware/software, which must then be signed by the associate

superintendent. Any needed service and/or maintenance contracts will be developed by the Information Technology Department in cooperation with the user and director of purchasing.

- F. The associate superintendent will then arrange for implementation assistance and for appropriate training through the Information Technology Department or from sources outside the district.

IV. CRITERIA FOR ASSESSING PROPOSED APPLICATIONS

- A. The amount of data involved.
- B. The availability of software.
- C. Whether or not communication linkages will be required.
- D. The overall importance of the proposed application to district operations.
- E. The extent of data security required.
- F. The extent of needed mainframe hardware or software enhancements to support the proposed application.
- G. The level of data backup needed.
- H. The methods/procedure used to enter and store the data.
- I. The probability and extent of needed future system expansion or enhancements.

V. EQUIPMENT PROBLEMS

The user should direct all equipment problems to the Information Technology Department staff, who will then make an evaluation to determine whether the problem is related to the hardware or software. If the problem cannot be corrected in-house, the appropriate vendor will be contacted.

V. EQUIPMENT WARRANTIES

All hardware warranties should be completed and returned to the vendor as soon as possible after purchase. A copy of the warranty should be retained in district files.

VII. SUPPLIES

All supplies required for the approved configuration/application (such as paper, ribbons, or floppy disks) are the responsibility of the user and should be obtained from the district stockroom if available there.