

## Requesting Quotes for Technology Equipment (Updated)

### **This Process Outlines:**

The steps taken by district staff when requesting a quote to purchase technology equipment and/or products.

### **Process for Campuses/Departments:**

In order to provide students with the necessary equipment and resources needed to achieve academic success, campuses and departments may need to purchase technology equipment and/or programs. These such requests must be entered in the Eduphoria Help Desk system.

Before entering requests, it is important to ensure that financial stewardship and student need is established prior to entering the ticket. Please review the following:

When entering a quote request for campus or department purchases, please keep the following questions in mind:

#### **Quote Request Verification Questions**

1. Is this purchase aligned with my Campus Improvement Plan and campus needs?
2. Is the purchase aligned with the District's Strategic Plan? (Does this potential purchase focus on Student Success, Students/Parents/Community Members, Operational Excellence, Employee/Organizational Improvement and/or Financial Stewardship?)
3. Does this purchase need to be reviewed/approved by another department such as Curriculum, Bilingual Programs and or Special Education?
4. What funds utilized to purchase this equipment with and what special considerations should I consider?
5. Will I need to include funds for training in order to utilize this equipment/product?
6. Is this a one-time purchase, or will I need to consider ongoing payments/fees from year to year?
7. What type of warranty does this equipment/product have and how will this affect my purchase?
8. What is my plan for "refresh" when this equipment/product faces end-of-life?
9. Will technical support be needed from the Duncanville ISD Technology department and will a third party address technical support issues?

### **Technology Purchases – October, 2017**

All technology purchases will follow the following process:

1. Campus/must submit a help desk ticket in Eduphoria requesting a quote for the desired equipment and quantity. This request may only be made to the Technology Department by authorized personnel on each campus. This will typically be the campus secretary, department

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chair or authorized staff, or other designee. *\*Note: Utilize the online catalog in Skyward when applicable (ex; CDW-G and Amazon Business)*

2. Technology will respond to the Eduphoria ticket with the best quote pricing for the requested components and quantity.
3. Campus/Department entry of requisition using a 6395 budget code and the individual entering quote must change the shipping address to **900 S. Cedar Ridge, Suite 100, Duncanville, TX 75137**. All technology items must be delivered to the Technology building first for inventory and distribution preparation.
4. Once all materials from a single PO are received, inventoried, and prepped, the materials will be delivered to the campus/department or to the designated individual or group as appropriate. *\*Note: The receiving staff member(s) and the delivering Technology staff member will sign the appropriate documentation transferring the materials; typically this will be a TIPWeb transfer document.*
5. Technology will provide packing and receiving documentation to the originating campus/department designee for inclusion with the PO documentation.
6. Campus/department designee will receive the vendor invoice.
7. Campus/department designee will attach all packing, receiving, and invoice documentation to the PO and releases PO for payment.
8. The Help Desk ticket will be updated and closed.