## POLICY FOR PURCHASING TECHNOLOGY ITEMS

The following policy is intended to outline [Organization Name]’s procedures for the purchase of technology items. At [Organization Name], all IT and telecommunications products, software, and services must be purchased through the IT Department and/or must be approved by [Insert Person].

POLICY

This approval process ensures that all IT hardware, software, and services are compatible with the technology environment of [Organization Name] and meet the organization’s IT security standards. Assuring that technology purchases comply with applicable policies, regulations, contracts, and vendor licences is a key responsibility of the IT Department. This improves reliability and lowers total cost of ownership. To maximize the return on technology investments, the organization’s budget directives should be followed.

PROCEDURE

To initiate the purchasing process, contact the [Insert Person] at [Insert Contact Information] for consultation.

1. Fill-out a request form X days/weeks before date needed
2. Provide the following information when filing a request:
	1. Name of the person/department the item or service is for
	2. Reason for purchase
	3. How it will be used
	4. Complete item description(s) of product or service (make, model, version, vendor, etc. as applicable)
	5. Unit Price
	6. Quantity
	7. Date needed
	8. Other Information Required by the Organization

NOTE: For duplicate request, please reference prior request filed

1. If purchase is approved, the [Insert Person] will coordinate how:
	1. To procure the product or service at the lowest possible cost; and
	2. To communicate appropriate delivery/installation dates.

IT INVOLVEMENT

Purchase of the following technology items require the involvement of the IT Department:

1. Software that requires installation or implementation;
2. Software or data used by the software require use of internal server storage;
3. Software will use and/or store sensitive corporate data;
4. Software/hardware will require company credentials for authentication;
5. Software/hardware will be made available to all employees;
6. Software/hardware that will require integration with other offices or departments;
7. Software/hardware that is expected to require ongoing IT support;
8. Desktop or laptop computers;
9. Tablets;
10. Any individual piece of hardware with a purchase price greater than $X;
11. Permanently mounted hardware;
12. Peripherals (hard drives, adapters, mice, keyboards, etc) will require IT involvement only if future support is expected.

These items cannot be reimbursed to an individual or paid with a company credit card. If payment is made by check, the check must be made payable to the vendor who sold the hardware. However, if the employee making the request wants better equipment or time than the approved brand/model/make, they can add their own money.

Exceptions

IT involvement is not required for hardware that will be transferred from one owner to another prior to use/activation and will not be used for company operations (e.g. a tablet to be given away in a draw).

The following items also do not require IT Department approval and can be purchased by departments.

* Consumables (toners, papers etc.) for printers and multifunction devices.
* Surge Protectors
* Mice/Keyboards
* Electronic cases
* Headphones
* Computer cables
* Ethernet
* USB
* Video
* Port Adapters
* Flash drives
* Training software
* Plugins or add-ons on previously purchased software or platform.

While IT involvement is nor required in the purchase of the above items, it is still recommended that the department be consulted to ensure device compatibility, best pricing, and to check warranty.

Specialized or High Volume Requests

Requests for large numbers of technology items, standard setups with additional components, or requests for non-standard equipment may require several weeks’ notice. Equipment orders placed with vendors normally take between one and four weeks to complete, depending on the unit or components requested.