

Technology Purchase/Installation Process 2009-2010

- If you want Technology to make a recommendation, call or email Cloyd Wempe, otherwise:
- Send the approved RQ, along with the completed Technology form and necessary quotes, to Cloyd at Technology for review and approval and he will send to Accounts Payable.
- The Receiving copy (blue/yellow) of the PO, along with the inventory sticker and form, will be sent to the Financial Secretary at the site. Shipping address will be your site address.
- The Financial Secretary at each building will be responsible for completion of the Purchase Order which will include:
 - Ordering the items,
 - Verifying shipment is correct,
 - Inventorying the equipment and place a District inventory sticker on the equipment so that it is visible.
 - Technology Services will not work on equipment that does not have a District inventory sticker on the equipment.
 - Approving the PO for payment and sending the completed PO paper work, including the completed inventory form to Accounts Payable at the ESC.
- Call Technology Services for installation of the equipment. Electrical Power, clear working area, as well as necessary software and licenses will be required for installation.
- Software Licenses will be in the schools name and sent to the school. A copy of the licenses will need to be forwarded, along with the key codes, etc. to Cloyd in Technology.

Equipment purchased by grants, PTO and etc.

- Equipment that cannot be purchased with donations made to Bartlesville Public Schools cannot be considered district property until its donation is approved by Technology and the Board.
- Upon donation approval by the Board, equipment will be inventoried and considered owned and maintained by the district.

Technology Purchase Request

The purpose of this purchase request is to provide Technology Services, Purchasing and Administration with information on the request to purchase Technology Equipment (PC's, Printers, Scanners, etc.) as well as software used on the Bartlesville Public School data network. Quotes should be attached to this request; if assistance is needed in obtaining a quote, please contact Cloyd Wempe

Send completed form, Supervisor approved RQ, and quote to: Cloyd Wempe, Technology Services, McKinley

Site Name: _____

Teacher requesting equipment or service _____

Business or Budget contact for the School: _____

Type of Request: Vendor recommendation, with Address, phone number, contact name & email address: _____

Description of the equipment or software to be purchased: _____

Description of how the equipment or software will be used on the District data network: (network license, individual computer license, network equipment, single computer use) _____

If software or peripheral items: Provide specific information on the computer that the requested purchase will be connected to or operated on [operating system(Windows XP Vista etc.), computer make/model, applications currently installed on computer, hard drive free space and amount of memory installed]. _____

Approved: _____ Date: _____

Blue/Yellow copy MUST be sent to Technology.

Denied: _____ Date: _____

Reasons for denial of request: _____