To: All College Employees
From: Fiscal Services
Sent: Monday, June 25, 2012 4:50 PM
RE: Technology Equipment Requisition and Purchasing Policy and Procedures

Policy:

1. All purchases of computer equipment, phone equipment, network equipment, and software must be reviewed and approved by the IT Department.
2. All orders must be submitted through the College’s requisition and purchase order process. No computer equipment or software will be purchased via personal credit cards or checks. Reimbursements are intended for travel, not technology. Technology cannot be purchased using district AMEX cards, per the signed agreement with each cardholder. Items that can only be purchased online may be purchased by the IT Department after the purchase order is ready.
3. All deliveries must be received, inventoried, and configured by the IT Department.
4. All items will be signed for when delivered by the IT Department. All replaced items are brought back to the IT Department.

Procedures:

Review/Needs Assessment: A department starts the process in one of two ways.
1) Submit a work order (Tech Stream) or
2) Send an email to the helpdesk@marin.edu. The IT Department will schedule a needs assessment that will include any supplemental items and evaluates the environment in which the item will be used: e.g. heat, dust, travel. The IT Department will then obtain and forward quotes to the interested department.

Note: Some requests may be handled with a part rather than a replacement unit. Some items will require accessories or supplies. IT Department approval is required to ensure that minimum standards are being met and to confirm that the item will work in the environment and to allow potential coordination with other purchases that could save money.

Ordering: A department submits a requisition with the makes and models for all items and a quote number (where appropriate) and gets approval. Every purchase order is reviewed by Purchasing to ensure that the review process was followed. The purchase order is declined if not.

Receiving: All deliveries will be addressed: Attn: IT Techs, 120 Kent Avenue, Kentfield CA, 94904. Once items have been inventoried, and configured if needed, the IT Department will schedule delivery.
**Delivery:** Upon delivery, a form with the item or list of items is presented and signed to document receipt and transfer of accountability. Replaced items are returned to inventory for surplus or re-deployment.

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Below is a list of some of the items that require IT approval for purchase.

- All software regardless of whether it is being used on a Mac, PC, or server.
- All computers: desktops, laptops, notebooks, tablets (e.g. iPad), and e-readers (e.g. Kindle).
- Printers, phones, and devices that connect to the College’s network.

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**Surplus Technology Equipment:**

If you have technology equipment that you are not using, please send a Tech Stream to the IT Department to have the equipment removed. You can find this form at [http://intranet.marin.edu](http://intranet.marin.edu)

This procedure replaces the need to complete a Request for Disposal of Equipment form for technology equipment. The IT Department will be responsible for completing the paperwork necessary for surplus technology equipment. If you have questions, please contact the Help Desk at ext. 8181.

If you have any questions about products or the process, please contact the IT Help Desk at ext.8181 or by email at [helpdesk@marin.edu](mailto:helpdesk@marin.edu).