

PURCHASE OF COMPUTER EQUIPMENT

POLICY No.: **P-080**

SUPERSEDES No.:

EFFECTIVE DATE: **JULY 1, 2002**

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I. PURPOSE

To establish a policy governing purchases of computer hardware and software.

II. SCOPE

This policy applies to all purchases.

III. GENERAL

All departments will submit a requisition for purchase of computer hardware, parts and software to the Information Technologies Department. The Information Technologies Department will conduct a review of the request and shall work with the department in developing complete and precise specifications for quoting or bidding.

Subsequent to the review, the Information Technologies Department will follow the appropriate procedures as stated in Division 5, PP-040 "Purchase of Computer Equipment" of this manual.