

PURCHASE OF COMPUTER EQUIPMENT

POLICY No.: **PP-040**

SUPERSEDES No.:

EFFECTIVE DATE: **JANUARY 23, 2007**

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I. PURPOSE

To establish the proper procedures for purchasing computer equipment

II. SCOPE

This procedure applies to all purchases for computer equipment including network servers.

III. General

The following procedures have been designed to streamline the computer/technology purchasing process.

1. The specific department in need of computer equipment will have a department representative contact the Town's Computer Support Division for purposes of discussing the needs of the department. It may be necessary for the Computer Support staff to meet with the department director to determine the overall needs of the department.
2. If there is special equipment not covered by the Town's standard minimum PC specifications, specific specifications will be written by the computer support staff based on the application and possible future needs for which the equipment will be used. **All network servers will require specific detailed specifications.**
3. Special or standard specifications will then be used to obtain quotes and/or bids.

IV. Procedure

Use the following steps for acquiring the needed computer equipment for a known purchase amount of **less than \$4,001.**

1. The Department Director will forward a memo or signed purchase requisition to the Information Technologies (IT) Supervisor authorizing the purchase of computer items as identified within the department's budget.
2. All IT personnel will send a purchase requisition to the Information Technologies (IT) Supervisor for their signature authorizing the purchase of computer items.
3. If the Information Technologies (IT) Supervisor initiates the purchase requisition (as with number 1 above), he/she will obtain specifications from the IT personnel (if necessary) and will attach the specifications to the purchase requisition.
4. The Information Technologies (IT) Supervisor will sign and number the purchase requisition and will forward it to the Finance Department's Accounting Technician who will issue a purchase order forwarding it to the Finance Director for a signature authorizing the purchase.

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5. The Finance Department Accounting Technician will send a copy of the authorized purchase order to the IT person responsible for placing and receiving orders.
6. The IT person receives the ordered products, completes a receiving report, attaches the packing list and forwards this paperwork to the Finance Department Accounting Technician.
7. The Finance Department Accounting Technician will review and record the required vital information for the completion of the order and will forward the appropriate paperwork to the Accounts Payable Division for payment.

Use the following steps for acquiring the needed computer equipment for a known purchase amount of **equal to or more than \$4,000**.

1. The Department Director will forward a memo or signed purchase requisition to the Information Technologies (IT) Supervisor authorizing the purchase of computer items as identified within the department's budget.
2. All IT personnel will send a purchase requisition to the Information Technologies (IT) Supervisor for their signature authorizing the purchase of computer items.
3. If the Information Technologies (IT) Supervisor initiates the purchase requisition (as with number 1 above), he/she will obtain specifications from the IT personnel (if necessary) and will attach the specifications to the purchase requisition.
4. The Information Technologies (IT) Supervisor will sign and number the purchase requisition and will forward the original to the Purchasing Division and a copy to the Finance Department's Accounting Technician.
5. The Purchasing Division and/or the IT Department will obtain the maximum number of quotes for purchases between \$4,000 and \$10,000. For all purchases equal to or greater than \$10,000, the Purchasing Division will solicit formal bids.
6. The Purchasing Division will issue the purchase and obtain all required signatures authorizing the purchase.
7. The Purchasing Division or IT personnel will place the order with the vendor. This will be decided on between the concerns on a per incident basis.
8. Whichever concern receives the order, it will complete a receiving report.
9. Either IT or Purchasing will attach all appropriate paperwork and forward the originals to the Account Payables Division with a copy going to the Finance Department Accounting Technician.