



# GOOSE CREEK CISD Technology Purchasing Procedures

Mary Garcia, CTSBO

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## Table of Contents

Overview .....	3
Department Contacts .....	3
Purchasing References .....	3
District Technology Standards .....	4
Quotes .....	5
Further Approvals .....	5
Apple Requirements .....	5
Requisition Entry .....	6
Shipping Locations .....	7
Technology Budgets .....	8
Contracted Services .....	8
Special Instructions .....	9
PO and Receiving Process .....	9
Technology Items .....	10

## **Overview**

The purpose of this guideline is to establish a uniform process for ordering technology and maintaining an updated inventory record for all GCCISD technology items. The Technology Department recognizes the precedence of the GCCISD guidelines, as outlined in the Administrative Guidelines. This procedure is designed solely to extend the district guidelines to meet the specific needs of Technology. It should not be interpreted as independent of or superior to the district guidelines.

The Technology Department is responsible for overseeing the district's technology integration along with all technology infrastructure and purchases.

The Technology Department works closely with campuses and departments to assist and support questions or concerns related to the technology purchasing demands and comply with the district technology standards.

## **Department Contacts**

The Technology Department is here to help with all your technology requests. If you have any questions about Technology purchases, contact:

Mary Garcia, CTSBO

Phone: 281-420-4499 extension 73210

Email: [mary.garcia@gccisd.net](mailto:mary.garcia@gccisd.net)

Contact Name	Title
Matt Flood – <a href="mailto:matthew.flood@gccisd.net">matthew.flood@gccisd.net</a>	Chief Technology Officer
Kevin Billings – <a href="mailto:kevin.billings@gccisd.net">kevin.billings@gccisd.net</a>	Director of Technology Services
Steve Koester – <a href="mailto:steve.koester@gccisd.net">steve.koester@gccisd.net</a>	Director of Educational Technology
Gary Lackey – <a href="mailto:gary.lackey@gccisd.net">gary.lackey@gccisd.net</a>	Director of CyberSecurity Services
Alicia Brooks – <a href="mailto:alicia.brooks@gccisd.net">alicia.brooks@gccisd.net</a>	Director of Information Services

## **Purchasing References**

1. FASRG Resource Guide - Financial Accountability System Resource Guide, Update 18

[FAR Appendices \(PDF, 10,091 KB\)](#)

2. GCCISD Purchasing Manual

<https://www.gccisd.net/upload/page/0355/docs/Purchasing%20Manual-2022.pdf>

## District Technology Standards

Goose Creek CISD is a technology-rich district. The CTO and Technology Services Director have set in place district standards for the purchase of technology equipment. The Technology Department has those standards posted on its website at: <https://schools.gccisd.net/page/tms.Standards>

# Technology Standards

## Apple Products

[Apple iPad](#) | [Apple TV](#) | [Carts](#)

## Computers

[Desktops](#) | [Laptops](#) | [Monitors](#) | [Carts](#)

## Promethean

[ActivBoards](#) | [Devices](#) | [Parts](#)

## Document Cameras

[Document Cameras](#)

## Scanners

[Fujitsu ScanSnap](#) | [Eduphoria Scanner](#)

## Phones

[Cisco Phones](#) | [Accessories](#)

## Printers

[Black and White](#) | [Color](#)

## TV Display

[All Required Equipment for TV Display](#)

On the website, technology equipment is classified by categories, as shown in the screenshot above. Click on the equipment needing to be purchased. Another window will display, providing the vendor contact information and an estimated price for items in that category. See the screenshot to the right.



### GovConnection Contact

[Banner Marketing Account Manager](#)

GovConnection

800.800.0019

Fax: 603.683.1290

[www.govconnection.com](http://www.govconnection.com)

### CDW-G Contact

[Cathy Simons & IT Account Representative](#)

CDW-G

312.705.0996

Fax: 312.705.6470

[www.cdwg.com](http://www.cdwg.com)

### MCPC Contact

[Angie Clark Account Manager](#)

MCPC

800.777.7178

Fax: 800.777.7178

[www.mcpc.com](http://www.mcpc.com)

### Anixter Contact

[Michelle van Dusen Account Manager](#)

Anixter

281.894.3612

Fax: 281.892.3601

[www.anixter.com](http://www.anixter.com)

### Cost Estimates

#### Printers

Best Use	Work Load	Part #	Description	Estimate
Workroom	Heavy (55 ppm)	K0Q14A#BG	HP LaserJet Enterprise M607n (Networking)	██████
Workroom	Heavy (55 ppm)	7PS82A#BGJ	HP LaserJet M610dn Printer (Duplex, Networking)	██████
Office	Light (40 ppm)	2Z600F#BGJ	HP LaserJet Pro 4001dn (Duplex, Networking)	██████

#### Multi-Function Printers

Best Use	Work Load	Part #	Description	Estimate
Multi-Function	Medium (42 ppm)	DCP-L5650DN	Brother DCP-L5650DN Business Laser Multifunction Copier Functions include: Copy, Print, and Scan. (Duplex, Networking)	██████

## **Quotes**

A quote will need to be obtained from the vendor by the requestor, or the requestor can submit a Technology work order requesting a quote for those specific items, whichever is preferred.

Items not listed on the district standards; the requester can obtain a quote from any awarded vendor that provides the best pricing or quality. Examples include toner, accessories like keyboards, mice, webcams, speakers, headphones, and some iPad accessories. For any questionable items, contact the Technology Department for review.

NOTE: All quotes must have an approved Purchasing Co-op contract or District issued contract reference listed and uploaded with the requisition submission.

## **Further Approvals**

If any item is not a standard district item, a detailed email and explanation requesting the item will need to be sent to the Technology Department for further approval. Detailed information includes the item and its purpose, who is requesting it, and how it will be utilized.

## **Apple Requirements:**

- Before entering a requisition, the requestor must have an official quote from Apple.
- All iPad purchases must have a case and be shipped to the Technology Center. Requestors must order the district standard Logitech case for the standard entry-level iPads.
- Requisitions must be identical to the quote and must include the Engraving details along with the Apple quote number and contract reference.
- iMacs, iPads, and AppleTVs must include a five-year JAMF licensing per device.
- Apple products must be purchased from APPLE; no third-party vendors will be approved.

## Requisition Entry

When creating a requisition, select the requisition type and then press the Continue button. On the next screen, enter the vendor information first. Once the vendor is entered, select the category for the purchase. See the images below.

### Select Requisition Type

Selected Position: 102874 Role Name: Secretary 6 - 240

**Requisition Types**

Requisition Type:  Traditional (New)  
 Warehouse (New)  
 Saved Requisitions  
 Project

Fiscal Year:   
Process Lines:   
Separately:   
Confirmation Only:  Yes  No  
Cart Name:

### Create Traditional Requisition

Selected Position: 102874 Role Name: Secretary 6 - 240 Fiscal Year: 2023

**Create Requisition** | Line Items

**Traditional Requisition Header**

Category:   
Contract:   
Requestor:   
Ship-To Location:

Vendor:   
Order From:   
Ship-To Receiving Group:

**Messages**

Last log in: 08/17/2022 at 10:49 AM by 109803 | Support

## Ship-To-Location

Under the ship-to-location field, select Technology Center if the purchase needs to be placed under inventory. The Technology Department has set a \$300 dollar amount requirement for inventoried items.

Examples of these items include iPads, printers, desktop scanners, laptops, computers, portable laptop monitors, TV displays, AppleTVs, document cameras, cameras, projectors, phone headsets, etc.

All other accessories, toner, replacement cases, headphones, stylus, and chargers, can be shipped to the warehouse or directly to the campus. Once the ship-to location is selected, continue the requisition entry by clicking the Add Line Items button.

**Create Traditional Requisition**

Selected Position: 102874      Role Name: Secretary 6 - 240      Fiscal Year: 2023

**Create Requisition**    Line Items

**Traditional Requisition Header**

Category: ★ Computer/Technology Ha ▼      Vendor: ★ Apple Computer, Inc. - 85254 ▼  
Contract: ▼      Order From: ★ (P) Apple Computer, Inc. - 5505 W Parmer Lane Bldg 7, Austin, TX, 78727 ▼  
Requestor: ★ Garcia, Mary Ellen - 1098 ▼      Ship-To Location: ★ TECHNOLOGY CENTER - Tech ▼  
Ship-To Receiving Group: ★ Technology Center ▼

**Messages**

**Add Line Items**    **Clear**      **Cancel**

Last log in: 10/18/2022 at 01:41 PM by 109803 | Support code: C

## **Technology Budgets**

Five different budgets classify technology purchases. If the quote has multiple items at different pricing and equipment, each line item must be charged to the correct budget. All technology will have an Object code of 6396, and the local option is where the change will be made.

**6396-00** = Technology items that do not need to be inventoried and typically have a unit cost of less than \$300 dollars per item. These items do not need to be shipped to the Tech Center. Under this budget, a technician is not required to configure or install them.

**6396-01** = Ink cartridges\toner that will not ship to the Tech Center.

**6396-02** = All printers will be shipped to the Tech Center for inventory and installation.

**6396-03** = Technology items that do need to be inventoried and typically have a unit cost equal to or greater than \$300 dollars per item. These items need to be shipped to the Tech Center, which includes entry-level iPads and AppleTVs. Under this budget, a technician is required to configure or install them.

**6396-04** = The initial Technology Software licensing purchase. New software platforms/programs will need to be reviewed for compatibility of Single Sign On integration and district compliance with the Data Privacy Agreement and 3<sup>rd</sup> Party Risk Analysis.

Additional information can be reviewed on the following website about Data Privacy Agreements and 3<sup>rd</sup> Party Risk Analysis.

<https://schools.gccisd.net/page/tms.cybersecurity?tab=Data%20Governance>

## **Contracted Services/Maintenance Support**

**6249** = Any software annual subscription renewals, maintenance, upgrades, or software support renewals.

**6299** = Technology purchases with installation/labor and the on-site or online training

Examples: Relocation of Promethean Panels, additional Data Network drops, software\equipment support training hours.



## Special Instructions

Once all line items are entered, on the last line item under the Special Instructions field, the quote number, along with the Purchasing Co-op contract or District issued contract reference, will need to be listed. See the example below.

The screenshot shows a 'Create Requisition' interface with a 'Line Items' tab. Below the tab is a 'Traditional Requisition Line Items' section with various filters (Show, Install?, Freight?, Tax?, Split, Accounts By, Type?) and a table of line items. The table has columns for 'Save as Fav.?', 'Authorize Freight Charges', 'Quantity', 'Vendor Stock Number', 'Unit of Measure', 'Long Description', 'Justification', 'Special Instructions', 'Unit Price', and 'Unit Dscnt.'. The last row is highlighted in yellow and has a blue arrow pointing to a yellow box containing the text 'Quote: 2211171600' and 'DIR-TSO-3789'. Below the table is a 'Requisition Attachments' section with an 'Upload' button.

Save as Fav.?	Authorize Freight Charges	Quantity	Vendor Stock Number	Unit of Measure	Long Description	Justification	Special Instructions	Unit Price	Unit Dscnt.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.00	MJQK3LL/A	Each	Magic Keyboz			0.00	0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.00	HLS52LL/A	Each	JAMF PRO 1Y			0.00	0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.00	HLS52LL/A	Each	JAMF PRO 1Y			0.00	0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.00	HLS52LL/A	Each	JAMF PRO 1Y			0.00	0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.00	HLS52LL/A	Each	JAMF PRO 1Y			0.00	0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.00	HLS52LL/A	Each	JAMF PRO 1Y			0.00	0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.00	HLS52LL/A	Each	JAMF PRO 1Y			0.00	0.00

Requisition Attachments: Quote: 2211171600  
DIR-TSO-3789

## PO and Receiving Process

Once the requisition has been approved, a Purchase Order (PO) will be created and emailed to the requisitioner. The requisitioner will then forward the PO to the vendor for processing.

NOTE: ONLY Apple Purchase Orders will not be sent to Apple for processing by the requisitioner. All Apple PO(s) will be sent to Mary Garcia for processing.

If the order is shipped to the Technology Center, once delivered, a receiving process will then take place. The Technology Department will receive the delivered items assigned to that PO in TEAMS. A work order will be created for inventory, installation, and delivery.

Note: Items will not be delivered immediately once received. This will take a few days to complete depending on the item's needs (inventory, setup, or imaging), and then installation/delivery will take place.

## **Technology Items**

Some technology items can be coded to a general supply 6399 budget and under the \$300 technology budget 6396-00.

For example, laptop stands, iPad cases, stylus, etc. Those items are used for technology equipment; however, they are not technology. If coded to the 6396-00 budget, technology will approve and will consider them accessories. However, if coded to the 6399-00 budget, approval will be at the discretion of the purchasing department.

If you have any questions or need guidance making purchases, the Purchasing Department can be reached at the contact information listed below.

Contact Name	Title
Phillip Hill Jr. <a href="mailto:phillip.hill@gccisd.net">phillip.hill@gccisd.net</a> (281) 707-3737	Director of Purchasing
Sheila Cantu <a href="mailto:sheila.cantu@gccisd.net">sheila.cantu@gccisd.net</a> (281) 707-3869	Senior Buyer