

**Philosophy**

The purpose of this guideline is to establish a uniform process for ordering technology and maintaining an updated inventory record at TMS for all GCCISD technology items. TMS 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 TMS and should not be interpreted as being either independent of or superior to the District guidelines.

**Specific Guidelines**

<b>Process for Ordering Technology</b>	
1	From the TMS website: Click <b>“District Standards for Technology Equipment”</b>
2	Locate technology item, click corresponding link, <u>and then email the vendor for an official quote.</u> <b>Note:</b> The vendor information will be located at the top of each equipment page.
3	After receiving final quote from vendor, campus will enter requisition. <b>Note:</b> <u>Quote must still be current when PO is sent to vendor.</u>
4	<b>Important Information:</b> Otter boxes must be ordered for all iPads  <b>Budgets to be used:</b> Technology item <\$300 budget: 6396-00 Technology Item >\$300 budget: 6396-03 Printer budget: 6396-02 Toner budget: 6396-01 Software budget: 6396-04
5	Technology items valued around \$300 or more will be delivered to the Technology Center to be inventoried. TMS will create a work order to have the item delivered and installed at your campus after the item has been inventoried. In the requisition, please make the ship to location: Technology Management Systems.