

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

Process for Ordering Technology	
1	From the TMS website: Click “District Standards for Technology Equipment”
2	Locate technology item, click corresponding link, <u>and then email the vendor for an official quote.</u> Note: The vendor information will be located at the top of each equipment page.
3	After receiving final quote from vendor, campus will enter requisition. Note: <u>Quote must still be current when PO is sent to vendor.</u> Budgets to be used below:
4	Important Information: Otter boxes must be ordered for all ipads Budgets to be used: Technology item <\$300 use budget : 6396-00 Technology Item >\$300 use budget: 6396-03 Printer use budget: 6396-02 Toner use budget: 6396-01 Software use budget: 6396-04
5	If technology item is LARGER than \$300.00 – item will be delivered to TMS to be inventoried. TMS will create a work order to have the item delivered/installed at your campus AFTER item has been tagged.