



RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

PURCHASE OF TECHNOLOGY | 6001.4

All buildings/departments are required to submit technology-related purchase orders to the Technology Office. All technology purchases must follow the procedures as outlined. Employees are responsible for following all guidelines related to technology purchases including those listed in the Technology Purchase Guidelines Acknowledgement. Technology purchases include, but are not limited to, computing hardware, software, web/cloud applications and/or subscription based software/services. Any deviations will be dealt with on an individual basis.

The following guidelines apply to all technology hardware purchases (except consumables such as toner, and batteries):

1. Hardware must be District standard equipment unless prior approval is given by the Manager of Information Systems.
2. To ensure timely installation after approval, the Technology Office may stock some standard items. There are certain times (e.g., beginning of the school year and during online testing) when delivery and installation will not occur.
3. Equipment being provided by groups outside of the District financial system (e.g., PTAs) must still go through the technology approval process before installation.
4. The “Ship To” address for technology purchases must be the Technology Office.
5. Regardless of the funding source, schools/departments may be required to demonstrate proficiency, or submit a training plan, prior to a technology approval.
6. Technology purchase orders must be routed to the Manager of Information Systems prior to final purchase order sign-off.
7. No technology purchases which would require District reimbursement may be made by individual staff members. Such requests will be denied unless prior approval is given by the Manager of Information Systems.
8. All technology purchase orders must contain a sufficient description of the purchase.
9. All technology purchase orders must contain the room number and/or staff member’s name.



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The following guidelines apply to all technology software, including, web/cloud applications or subscription based software/services purchases

1. Software must be purchased from the District Approved Applications List unless prior approval is given by the Senior Director of Teaching and Learning and the Manager of Information Systems.
2. Prior to software renewal, confirm software approval status on the District Approved Applications List.
3. Any software that stores data outside of the district network must have a signed State of Delaware Data Usage Terms and Conditions Agreement on file **prior** to purchase. The Technology Office can assist with obtaining the agreement from vendors.
4. Technology purchase orders must be routed to the Manager of Information Systems prior to final purchase order sign-off.
5. Software rostering and deployment can vary based on time of year and priority based on the District Approved Application List.
6. No software purchases which would require District reimbursement may be made by individual staff members. Such requests will be denied unless prior approval is given by the Manager of Information Systems.

Questions about the information contained in this administrative memorandum should be directed to the Manager of Informations Systems.