PALO ALTO COLLEGE
COLLEGE PROCEDURE

Procedure Number: F 8.0
Procedure Title: Technology Purchasing
Relevant Board Policy/SACSCOC Policy: C.1.5 (Policy) Purchasing and Acquisitions
Originating Unit: Information Technology
Maintenance Unit: Vice President College Services

I. Purpose: The purpose of this procedure is to centralize the purchase and delivery of equipment and software on campus while verifying compliance to the Palo Alto College (PAC) Technology standards.

II. Procedure Statement:

A. Purchasing of Equipment within the Technology Plan located on the Technology Council SharePoint site will be automatically done by Information Technology Services.

   i. All Technology and software purchases that are part of the Technology Replacement Plan are to be submitted through a service request (https://footprints.alamo.edu/MRcgi/MRentrancePage.pl) by the Information Technology Services Department.

   ii. The equipment purchased will be standardized equipment set by the Technology standards approved by the Technology Council.

   iii. All deliveries of technology and software purchases will be directed to the Information Technology Department where they will be scheduled for delivery or installation.

B. Technology Purchasing of Equipment outside the Technology Plan

   i. All Technology and software purchases are to be submitted through a service request (https://footprints.alamo.edu/MRcgi/MRentrancePage.pl) to the Information Technology Services Department.

   ii. Items purchased outside of the Technology Plan must be replaced through their original funding source.

   iii. In the event the equipment is not on the Technology Standards, a request for approval will need to be submitted to the Technology Council through the user's Technology Council Representative, which can be found on the Council's SharePoint site or to the Director of Information Technology.

   iv. Deliveries of technology and software purchases are to be directed to the Information Technology Department where they will be scheduled for delivery or installation.

C. Technology Purchases using Alamo Colleges PCard

i. All technology hardware, software, and peripheral purchases using Alamo Colleges PCard must have prior approval by the Director of Information technology.

ii. All purchases must have a <u>PCard Modification Form</u>, with approvals by the Department Supervisor, Budget Manager, and VP of College Services, and must be submitted and approved by the PCard Coordinator at District Purchasing and Contracts Administration prior to purchase.

iii. Departments must coordinate, with District Inventory Control, the tagging of technology purchases that are required to be tracked in the Invetory System (i.e. WiseTrack).

iv. All approved software purchases must be made using the Director of Information Technology as the primary point of contact and must be installed by Information Technology Services staff.

v. Copies of approval emails, PCard Modification Forms, and receipts for all purchases must be submitted when completing Pcard reconciliation on monthly expense reports.

<u>Attachment:</u>
PCard Modification Form

Date Created: <u>April 9, 2015</u>

Date Updated/ Approved: <u>May 5, 2020</u>

Approved:

<u>(signed: Katherine Doss)</u>
Interim Vice President of College Services

<u>(signed: Dr. Robert Garza)</u>
President