



MEMORANDUM

OAK RIDGE SCHOOLS Oak Ridge, Tennessee

May 20, 2015

From: Doug Cofer

Subject: Technology Purchasing

Please accept the following as an addendum to the Office of Business Services' Technology Purchasing memo dated December 2, 2009, to alleviate any current backlog until a more formal procedure can be published.

To make purchasing simpler regarding Technology we would like to clarify the items that Technology needs to approve. They are listed below:

1. Desktop Computers, Laptops, Tablets, Monitors, Keyboards and Mice
2. Interactive Whiteboards (Smart Boards, Promethean Boards, etc.)
3. Projectors
4. Printers
5. Phones
6. Any "New to the District" Software or Hardware

Basically anything that needs to be installed by the Technology Department or another company needs to be pre-approved by the Technology Department.

Any consumable items such as printer cartridges, projector bulbs, batteries, etc at this time do not require Technology Department Approval.

Renewals of existing software do not require Technology approval; however, we do require notification and documentation for license and media tracking. (Notification = emailing the quote/invoice from the vendor to licensemaster@ortn.edu with subject "Software Renewal".

The purpose for the above items requiring Technology Department approval is to ensure that requested equipment will function properly within our existing systems and network.

The Technology Department has started a list of Technology Standards (attached). This list is not complete at this time so if you have any items that you feel would need to be added to our Standard list please forward the information to Doug Cofer and Susan Pressley.