

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 400-31
Subject: COMPUTER ACQUISITION	Date of Issue: 1/17/83
Preparing Office: Office of the Superintendent	Amended: 6/3/09

- I. Policy 434
- II. Procedures
 - A. Appropriate standards for computer hardware to be purchased, leased or accepted by donation will be established by the director of Technology Services with input from appropriate stakeholders. The director of Technology Services will establish standards for computer hardware and peripherals. The Purchasing Department in cooperation with Technology Services will establish procedures for the posting of standards, vendor, and pricing information on the FCPS website.
 - B. The Purchasing Department and the supervisor of Technology Support in the Technology Services Division will identify and/or develop purchasing documents in accordance with the purchasing policy based on system hardware standards.
 - C. All computer/peripherals are to be purchased with identified contract documents.
 - D. All requisitions for the purchase or lease of computers will be forwarded to the Technology Services Division, where they will be reviewed for consistency with the current computer/peripheral standards for the proposed application. Following approval, the requisitions will be forwarded to the Purchasing Department for review and processing.
 - E. All computers and peripheral hardware donated, leased, or purchased with nonschool funds must ALSO be approved and processed in accordance with Regulation 200-33.

Approved:

original signed by

Linda D. Burgee
Superintendent