

Policy Source: Combination of Gwinnett Tech and TCSG	Owner: Executive Director, IT	Effective: 3/2002
Division: Technology & Operations	Reviewed: 6/05, 3/2010; 1/2016, 3/201912/2020 Revised: 3/2019	

7.2.6 GT TCSG Purchasing Computer Hardware

- I. All technology equipment must be approved by IT prior to purchase.
- II. Specialized equipment and/or software may need additional support or maintenance contracts included. These will be determined by IT on a case by case basis and when warranted must be purchased and consistently kept current at the cost of the purchasing department.
- III. Determine how you want to purchase the item.
 - A. Leasing-purchase services if available for the item;
 - B. Grants, if funds are provided for the item;
 - C. Donations; and/or
 - D. Program Funds
 1. If **under \$500**, write P.O. and submit via TGM. Cart must be routed to IT Director for approval.
 2. If **\$500 - \$24,999**, coordinate with IT first determine needs and write P.O. with specifications and obtain three (3) bids. Determine if the state or county has any existing contracts for that particular piece of equipment (which can be included as one of your three bids). The bids may be the telephone, via Internet, or written proposals. The P.O. and applicable bids are then forwarded to and ordered by the county. Cart must be routed to VP, Technology & Operations.
 3. If over \$25,000, it must be put out for bid (Request for Proposal – RFP) through the county. All specifications must be provided to the county when requesting equipment through the RFP process.
 - E. College Funds
 1. Submit item to be included in the Gwinnett Tech fiscal year budget through the planning process.
 2. Get item approved, put into budget, and prioritized.

3. Purchase item when funds are available. The same criteria apply as in item "D" as far as dollar amounts.

Purchasing Computer Software

- I. Software used on computers must be approved by IT before purchasing.
- II. All software must have written consent from the vendor indicating the number of machines it will be installed on (software will not be installed partially in a room; licenses should be purchased for entire classrooms). This includes freeware. Under no circumstances will trial basis software be installed in labs.