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# TECHNICAL EQUIPMENT ORDERING PROCEDURE (TEC-P004)

WENATCHEE SCHOOL DISTRICT

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## 1.0 SCOPE:

- 1.1 This procedure describes how technical equipment (computers and all related items) is ordered under the guidance and oversight of the Technology Department.

**The online version of this procedure is official; therefore, all printed versions are unofficial copies.**

## 2.0 RESPONSIBILITY:

- 2.1 Director of Operational Technology

## 3.0 APPROVAL AUTHORITY:

- 3.1 Director of Operational Technology

## 4.0 DEFINITIONS:

- 4.1 Technical Equipment – Equipment comprising of computers and related to computer, network, audio-visual, telephone, broadcast or any other type of automated system relying on support from the Wenatchee School District Technology department.

## 5.0 PROCEDURE:

- 5.1 A WSD building/department technology committee requests hardware consultation from the Director of Operational Technology.
  - 5.1.1 District operational departments contact the Director of Operational Technology directly.
  - 5.1.2 Instructional staff members contact their building technology committee or their building administrator.
    - 5.1.2.1 The building technology committee reviews the request and either determines the appropriate solution, asks the building administration to review the request, or forwards the request to the Director of Operational Technology for consultation.
  - 5.1.3 The request is completed and kept on file in the staff member's building or department.
- 5.2 The Director of Operational Technology reviews the request, ensuring that district and departmental guidelines are met, and then either contacts the building technology committee with additional questions or provides the recommendation and the source for the request.
  - 5.2.1 If the Director of Operational Technology requires additional information to make the best recommendation, the building tech committee members will be contacted through their building administration.
  - 5.2.2 If the Director of Operational Technology does not need additional information, then the order will be completed by the building with the information provided by the Director of Operational Technology and submitted through their building or department.

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5.2.3 If a building technology committee chooses to order from a vendor not on the vendor list, or a device not within WSD hardware standards, approval must be received from their administrator. The department or building will then assume all responsibility for issues relating to the order, billing, or warranty returns/repairs.

5.2.4 The request is completed and kept on file in the staff member's building or department.

### 6.0 ASSOCIATED DOCUMENTS:

6.1 n/a

### 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Server	Technology Operations	Until invalid	Discard as desired	No special protection

### 8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
31-Jan-03	A	Original Release
12-Dec-03	B	Updated job title in 3.1; replaced individual staff members with departments or building technology committees in 5.1, 5.1.1, 5.2, 5.2.3; replaced TRT with building technology committee in 5.1.2; replaced individual staff members with building technology committee and their administration in 5.2.1; streamlined 5.2.2 to reflect current practice; deleted 5.4 to reflect current practice.
13-Oct-04	C	Added building administrator to 5.1.2
24-Jul-07	D	2.0, 3.0 Responsibility authority titles changed