



**Series** 1100: Technology, Data, Records, and Reporting  
**Policy Name** **Approved Budget Expenditure Request (Communities Connected for Kids PURCHASE REQUEST)**

**Policy Number** 1110

**Origination Date** 11/1/2013

**Revision Date:** July 1, 2018

## **Regulation**

### **Attachments:**

**Policy** Communities Connected for Kids uses the Approved Budget Expenditure Request (Communities Connected for Kids purchase request) form to request IT related items. These items include but not limited to equipment, hardware, software, firmware, systems, networks and infrastructure. All requests for Information Technology acquisitions require close coordination as well as approval from the Chief Operating Officer (COO) and Chief Financial Officer (CFO). All requests will be accompanied by a completed "Approved Budget Expenditure Request" (Communities Connected for Kids purchase request).

## **Procedure**

### **1. Request**

- a. The requestor in conjunction with the Director of Information Technology will make the determination of need and type equipment required. All Information Technology staff will be available for technical consultation and assistance, if required.
- b. The most appropriate method of procurement must be determined with the assistances of the Director of Information Technology or designee. The criteria used in determining the choice of equipment as well as the determination of the procurement method should be documented in the Communities Connected for Kids purchase request.

### **2. Approval Process**

When the requirement has been identified and the procurement method has been determined, an Communities Connected for Kids purchase requests initiated by the Director of Information Technology. The request form must contain detailed hardware and software information. The completed request form with supporting documentation then requires approval from the COO and CFO.

### **3. Disposition of Approved Communities Connected for Kids Purchase Request**



When the COO and CFO approve or deny the request, the Director of Information Technology will notify the originator by email.

#### **4. Procurement and Installation**

It is the responsibility of the Director of Information Technology or designee to arrange for procurement as well as any related materials/supplies and equipment maintenance contracts

Approved: Carol Deloach

Carol A. Deloach, CEO

July 1, 2018