

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 400-31
Subject: COMPUTER ACQUISITION	Issued: 1/17/83
Preparing Office: Office of the Superintendent	Amended: 8/31/16

- I. Policy 434
- II. Procedures
 - A. Items on the approved purchasing bid list may be procured via practices outlined in Frederick County Public Schools (FCPS) Regulation 200-07. For items not on the bid list, see below.
 - B. Appropriate standards for computer hardware to be purchased, leased or accepted by donation will be established by the director of Technology Infrastructure with input from appropriate stakeholders. The director of Technology Infrastructure will establish standards for computer hardware and peripherals. The Purchasing Department, in cooperation with Technology Infrastructure, will establish procedures for the posting of standards, vendor and pricing information on the FCPS website.
 - C. The Purchasing Department and the supervisor of Infrastructure/Classroom Support will identify and/or develop purchasing documents in accordance with the purchasing policy based on system hardware standards.
 - D. All computers/peripherals are to be purchased with identified contract documents.
 - E. All requisitions for the purchase or lease of computers will be forwarded to Technology Infrastructure 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.
 - F. All computers and peripheral hardware donated, leased, or purchased with nonschool funds must ALSO be approved and processed in accordance with FCPS Regulation 200-33.

Approved:

Original signed by

Theresa R. Alban
Superintendent