



---

## **ADMINISTRATIVE PROCEDURE 514**

### **TECHNOLOGY PURCHASING**

#### **Background**

The purchasing function must be administered prudently and with appropriate procedures ensuring that the highest possible value is received for funds expended and must comply with any federal or provincial trade agreements. Further, while the Division believes that purchase decisions are to be made at a level as close as possible to program implementation, it recognized that for technology hardware and software, centralized purchasing is more appropriate.

#### **Procedures**

1. The Division will adhere to legislative requirements for competitive buying practices as outlined in Administrative Procedure 516 – Purchasing.
2. The Division will purchase technology goods and services required through competitive buying practices whenever feasible and practical as outlined in Administrative Procedure 516 – Purchasing.
3. All technology (hardware and software) purchased by the Division is to be purchased through the use of a procedure authorized by the Supervisor – Learning Services, Technology. The procedures used shall provide for accurate inventory, record keeping and accounting and shall comply with sound business practices.
  - 3.1 An explanation of how the requested purchase will affect student learning will accompany all requests for hardware and/or software purchases. Form 514-01, Technology Procurement Request, will accompany all requests.
4. Grande Yellowhead Public School Division participates in a Government of Alberta cellular service plan that has been negotiated with Telus. As such, all cell phones are purchased outright and are not connected to a cellphone/data plan. Cell phones will not be replaced prior to the 3 year anniversary of its purchase date unless deemed necessary by the IT Department and approved by their Supervisor.
5. The cost of purchasing and monthly services of cell phones are borne by schools or departments for whom the phone is supplied.
6. iTunes Apps, which will be identified at the school level, will be purchased through the Technology Department and billed back to the requesting school.

Reference: Administrative Procedure 516 – Purchasing

Developed: May 16, 2017