

PALO ALTO COLLEGE  
COLLEGE PROCEDURE

Procedure Number: F 8.0  
Procedure Title: Technology Purchasing  
Relevant Board Policy:  
Originating Unit: Information Technology  
Maintenance Unit: Vice President College Services

I. Purpose: This procedure is to centralize the purchase and delivery of equipment and software on campus while verifying compliance to the Palo Alto College Technology standards.

II. Procedure Statement:

A. Purchasing of Equipment within the Technology Plan located on the Technology Council SharePoint site will be automatically done by Information Technology Services.

i. All Technology and software purchases that are part of the Technology Replacement Plan are to be submitted through a service request (<https://footprints.alamo.edu/MRcgi/MREntrancePage.pl>) by the Information Technology Services Department.

ii. The equipment purchased will be standardized equipment set by the Technology standards approved by the Technology Council.

iii. All deliveries of technology and software purchases will be directed to the Information Technology Department where they will be scheduled for delivery or installation.

B. Technology Purchasing of Equipment outside the Technology Plan

i. All Technology and software purchases are to be submitted through a service request (<https://footprints.alamo.edu/MRcgi/MREntrancePage.pl>) to the Information Technology Services Department.

ii. Items purchased outside of the Technology Plan must be replaced through their original funding source.

iii. In the event the equipment is not on the Technology Standard a request will need to be submitted to the Technology Council through the user's Technology Council Representative, which can be found on the council's SharePoint site.

iv. Deliveries of technology and software purchases are to be directed to the Information Technology Department where they will be scheduled for delivery or installation.

Issued: April 9, 2015  
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Approved: (signed: Dr. Mike Flores)  
President