



Electronic Computing Devices and Related Products and Services – Purchasing Procedures

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Memo To: All Staff
From: Director of Education

ACCESSIBILITY:

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PURPOSE:

The purpose of this memorandum is to communicate the procedure and criteria for the purchase of all electronic computing devices and related information technology products and services. The intent of this procedure is to assist in ensuring a systematic implementation based on equity, cost-effectiveness, and standardization.

REFERENCES:

APO006 “Purchasing Procedures”

FORMS:

- N/A

REPORTS:

- N/A

APPENDICES:

- N/A

COMMENTS AND GUIDELINES:

Electronic computing equipment and related products include hardware, software, apps, peripherals, cabling, and in-service for educational and administrative use. Electronic computing devices include: computers, laptops, Chromebooks, Cloud books, iPads, tablets, peripherals, subscriptions, printers and other related products. The procedure for purchasing electronic computing equipment, related products and services is as follows:

1. Requests to purchase computer equipment must be filled in on the MyApps Portal/IT Helpdesk/Submit a Purchase Request electronic form, with supporting details and rationale.
2. Please contact the Information Technology Services Help Desk if assistance is required to complete the form.



3. Completing the form will automatically create Information Technology Services Help Desk Ticket. If deemed necessary, ITS will contact the appropriate superintendent, principal or supervisor for approval of the purchase request.
4. If the request is approved by the Chief Information Officer, or designate, Information Technology Services will arrange to purchase equipment, subscription, or services, schedule the installation or in-service, and provide timelines to the originator of the request as required.

All requests will be reviewed with respect to need, cost-effectiveness, and /or alternative solutions.

Requests will be approved, providing the request includes equipment that is presently accepted by Administration, can be repaired by the Board's service agreements, and includes approved software for which training and support are readily available. In addition, the request must be based on a need.

Unapproved requests will be returned to the originator with support rationale pertaining to the decision.

5. One month of lead-time is required to process a request.
6. All requests must be received by Information Technology Services **no later than May 31st** to ensure that all requests are processed within a given budget year.

DONATED COMPUTERS AND COMPUTER RELATED PRODUCTS

In order to maintain the Board's standardized Information Technology infrastructure and protocols, the Board will only accept new electronic computing devices and related information technology as donations that match WCDSB established standard devices.

When a fundraising group such as school councils wish to make a donation, it is preferred that the group makes a financial donation to the school/department. When a group wishes to make a donation the above procedure will be followed to fulfil the donation process.