



# PURCHASING OPERATING PROCEDURES

## SECTION V- F – COMPUTER PURCHASES

**TITLE:** Guidelines for purchasing Dell and Apple computers.

**1. Purpose:** All technology purchases (computers, printers, software and peripherals) must meet District Standards and/or be approved by the Department of Technology Services. All computers and software must be purchased through the Purchasing Department. There are no computer vendors in the Requirement Contracts Catalog that will accept a Contract Release Request or the DPS visa. The Vendors (Dell and Apple) have been told not to accept Contract Release Requests or Credit Cards.

**2. Definition: District Standards:** The Department of Technology Services (DoTS) establishes the minimum acceptable standards for both new and used computers. These standards are located on the DoTS web page (<http://dots.dpsk12.org/>) under “Technology Standards”.

**Web Quotes:** Web quotes can be generated on the DPS Dell premier page (<http://premier.dell.com>) or the DPS Apple Store (<http://applestore.dpsk12.org/>) web page. To access these pages contact the DoTS Hotline (720-423-3888) or the technology buyer in purchasing. These quotes identify the exact specifications for the computer required by the end user, including, but not limited to, the processor speed, the memory size, the size of the hard drive and the monitor size.

**3. Procedures:**

<u>PROCEDURE</u>	<u>BY WHOM</u>
The end user (department or school) must generate or obtain a quote from the appropriate DPS Dell or Apple website. These websites support the DPS pricing as well as the DPS minimum standards for computers. If the end user cannot generate a quote, contact the DoTS Hotline	Requesting School/Department
School or Department must enter a purchase requisition and include the quote number in the description. Since all computers must be asset tagged, the requisition must have the ship to code for the Warehouse with the school/department name in the “attention” line.	School or Department
Purchasing Department reviews the requisition to ensure the computers meet the Districts’ minimum standards and turns the requisition into a purchase order	Purchasing Department