# Computer Rotation

In approximately March of each year, Network Admin brings list of computers assigned to staff/students to Admin to review.

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Decision made for number of new computers, taking into account age rotation and also new staff hired and staff leaving. Any new needs for tech are also discussed. Network Admin keeps list of staff.

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Network Admin gets quote for computers and other tech items and sends to Admin. If okayed, purchase requisition is filled out by Technology Department for signature by Admin.

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Admin Assistant orders technology as per purchase req/purchasing procedure.