WCS Guidelines for Technology Purchases

1. Staff members are to complete "Request for Technology Purchase." The document should be downloaded as a PDF. Create a ticket in One to One Plus and attach the PDF. If purchase is a digital resource, complete the Digital Resource Approval Form for Data Privacy Documents to be sent to the company.
    a. This would include: Devices, Software, Online Programs, and Apps. This approval is needed whether purchased with school funds, grants, budget funds or donations.
    b. Based on purchasing requirements in Purchasing Requirements for Equipment, Materials, and Supplies - Board Policy 6430, quotes will be provided.
        i. Items totaling less than $10,000 may be purchased without competitive quotations, e.g. one quote.
        ii. The purchase of apparatus, materials, supplies, or equipment for expenditures of $10,000 to $90,000 must be secured using the informal bidding process, e.g. three quotes.
2. Staff members will be provided quotes by the quote section of the request form being completed by the technology department and emailed back to the staff member..
    a. If the decision is made to purchase, the "Okay to purchase" section is completed and sent to the Finance Assistant in the Finance department to place an order to be delivered to the Technology Department.
    b. If the item falls under the guidelines of asset tagging found in Fixed Asset Inventory - Board Policy 8350, bookkeeper will be asked to pony asset tags to the Help Desk Technician in the Technology Department. This is our central location for inventory of new technology devices. **All new technology orders must go through the Help Desk for asset tagging even if they are purchased with school funds/school budget funds.**
    c. Help Desk Technician will enter each item into One-to-One Plus and send a Tracking - Add Fixed Asset to the Finance Department. You will be asked to provide her with information such as room number and who the device is being assigned to.
    d. The Finance Department will send the Bookkeeper and the Help Desk Technician a copy of the Purchase Order and the Invoice when it is received.
3. Devices are delivered to the school.
    a. After devices are asset tagged and entered into One-to-One Plus, a member of the Technology Department will deliver the device to the school.
    b. If the item does not fall under asset tagging guidelines it will be delivered directly to the school.

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Aug 1, 2025

2024-25 Staff:
Technology Director: Alison Schleede
Help Desk Technician: Emily Wilson
Finance Assistant: Stephanie Calbreath
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