

**Redmond School District**  
Department of Fiscal Services  
145 SE Salmon Drive

## **Fiscal Guidelines for Technology Related Purchases** **Updated March 2, 2020**

### **Overview:**

The information set forward in this document is the collective work of the Redmond School District Department of Fiscal Services and Technology Department for the purpose of providing guidance to district employees around proper procedures for the purchase of technology related items. This document is a summarized collection of best practice as well as a list of dos and don'ts compiled by the two departments. This is not meant to be all inclusive, especially considering the constant and rapid change in the realm of technology. Please feel free to reach out to Juli Hester ([juli.hester@redmondschools.org](mailto:juli.hester@redmondschools.org)) with the Technology Department with any technology purchasing questions.

### **Best Practice:**

As a general rule of thumb, any piece of equipment that requires power and connects to the district network requires notification to the Technology Department prior to purchase.

According to the "Technology Support Services Staff Handbook" the following should be adhered to when making hardware purchases:

"The RSD Technology Support Services Department purchases all computer related hardware for use within the RSD. This includes any hardware purchase that requires network access. For a current quote or more information about a hardware purchase, please contact the Technology Support Services Department. Each school has funds set aside for maintenance, replacement, and new purchases."

### **Dos and Don'ts:**

DO coordinate with the Technology Department for all iPad, Personal computer and Chromebook purchases.

DO feel free to purchase from department or school discretionary budgets and use wireless keyboard, mouse and speakers, as these are not network devices.

DON'T connect or purchase any device that connects to the RSD network without prior communication and approval of the Technology Department.

- This does not include personal phones that connect to the RSD-BYOD network.
- This does include Amazon Fire TV Sticks, Google Chromebits and Apple TVs, as the use of these devices are NOT ALLOWED on the RSD network.

DON'T purchase or use any listening device i.e. Alexa, Google Home, iHome, etc.

DON'T purchase a computer printer, as the district has a contract for printing services.

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**Dos and Don'ts, continued:**

DON'T make a Technology related purchase using a district purchasing card in order to circumvent the above guidelines.

- Doing so will be considered a violation of purchasing card guidelines and may be subject to disciplinary action and/or revocation of purchasing card privileges.

**Contact Information:**

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Please let us know if you have any questions or need further clarification.