

Policy Title: ***Purchasing and Acquisition of Technology Equipment*** Code No. **803.4**

All technological equipment and devices (including, but not limited to) printers, projectors, software or graphic cards, must be reviewed, approved, and facilitated by the Supervisor of Technology Services. All technology related purchases and/or donations to the Cedar Falls Community School District must adhere to these guidelines. This includes, but is not limited to; district, corporate, public, private and staff donations.

The review and approval procedure for purchasing any technology equipment and software is intended to provide:

- 1). A centralized point of information about technology items
- 2). A campus-wide inventory of hardware and software
- 3). Pricing advantages
- 4). License compliance for software purchases
- 5). Hardware and software that can be supported

Date of Adoption: October 12, 2009

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