



STRATFORD BOARD OF EDUCATION MEMORANDUM

TO: ALL DISTRICT STAFF
FROM: ED MOLLOY, DIRECTOR OF TECHNOLOGY
DATE: DECEMBER 20, 2006
RE: TECHNOLOGY ACQUISITION AND LOCATION TRANSFER PROCEDURE

All technology-related purchases, acquisitions, and location transfers must be approved by the Director of Technology **before** such items are brought to or moved within the Stratford Public Schools. This includes, but not limited to, desktop computers, laptop computers, projectors, monitors, printers, software, and scanners.

Process:

1. Seek initial approval from your supervisor.
2. Identify funding source for potential purchase.
3. E-mail Ed Molloy to coordinate a time to discuss the proposed technology purchase. Be prepared to clearly articulate need.
4. If need is approved for district support, items will be purchased based on district technology standardization list.
5. The Office of Information Technology will provide quotes and coordinate installation.
6. The requestor will process the PO. Products will be sent to Central Office unless the size of the items warrants direct shipment to the school.

It is critical for these guidelines to be followed, as there are hidden costs associated with technology acquisitions and location transfers. Such costs include: fees related to software licensing, network-load, computer maintenance, manual-labor, furniture, electrical, and overall administration. The aforementioned guidelines will help the Stratford Public Schools maximize the use of technology funding, as the total cost of ownership is recognized and associated district resources are allocated.