

- Technology Purchasing
- Users submit a SchoolDude request at www.kirkwood.edu/requests

Purchases Over the Last Year

- 600 Desktop Computers
- 70 Macs
- 200 Laptops
- 12 New Servers
- 600 Plus Flat Panel Monitors
- Heaps of Miscellaneous Equipment
- New equipment requests are received in the Technology Purchasing work queue
- Each Request is reviewed to determine what is needed to be purchased

Hardware

Software

Miscellaneous

- Budget code must be included for each purchase.
- If a budget code is not included the Dean or Director of the department is contacted.
- Tickets without a budget code are assigned to “Waiting for Budget code” work queue
- After the ticket is validated a requisition for a purchase order is generated.
- Requisitions include.
 - Vendor Name
 - Quantity
 - Price
 - Budget Code
 - Next to Approve (Minimum of three approvals)
- After the final approval a purchase order is created for the requisition.

- Purchase order is printed
- SchoolDude ticket is updated
 - PO number entered in Journal note
 - Status is changed to Parts on Order
- The purchase orders are sent to the vendor via fax, e-mail or online order.
- Follow up with vendor if equipment has not been received within the time frame.
- The equipment is received & checked in.
- The ticket is updated & assigned to Desktop Support for installation.