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.