

Reference Number: 367-02-DD

Title of Document: Acquiring Information Technology (IT) Products and Services

Date of Issue: May 1, 1987

Effective Date: May 1, 1987

Last Review Date: March 11, 2010– **NO REVISIONS**

Date of Last Revision: February 22, 2007

Applicability: Central Office, District Offices and Regional Centers

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## **I. Purpose**

The purpose of this directive is to establish uniform policies and procedures for acquiring IT hardware, software, training, consulting and services. This directive encompasses all Information Technology. A uniform policy is necessary to ensure information technology is identified, evaluated and procured in the most cost-effective and efficient manner.

## **II. General Policies**

- A. It is mandatory that all IT products and services be compatible with the hardware and software standards as established by the Director of the Information Technology Division.
- B. Prior to purchase, all IT products and services must be evaluated by the Division of Information Technology to ensure compliance with all IT established standards.
- C. All information technology procurements require the prior approval of the Director of Information Technology or his designee.
- D. Consumable items, such as: toner cartridges; printer maintenance kits; CD's; floppy disks; tapes; ink jet cartridges; do not require approval.

### **III. Processing Procedures**

- A. All requests for IT products and services must be submitted on an "Information Technology Procurement Request", form SCDDSN-260 to the Director of Information Technology. The form must be filled out completely and have the approval of the appropriate IRM Coordinator. The Division of Information Technology should be consulted for assistance in the completion of the form.
  
- B. If approved by the Director of Information Technology the IT Procurement Request will be forwarded to Central Office Purchasing and Supply for processing. All purchase orders for IT products and services must be issued by Central Office Purchasing.
  
- C. The Division of Information Technology will monitor the procurement, approve receipt, and coordinate installation of all IT products and services.

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