



# **Information Systems**

## **Acquiring Hardware**

Nearly all hardware is acquired through the capital expenditure requesting process that takes place each spring. Requests for hardware are solicited during the winter quarter, as are purchase recommendations from School Technology Committees. These requests are processed by the Director of Information Technology and the Associate Director. Every effort is made to notify requestors of approvals prior to the end of the school year.

Normally, hardware purchasing funds for the fiscal year are expended almost fully by late September. From time to time, departments or schools purchase hardware out of their own funds, but such purchases must be approved by the Director of Information Technology to ensure effective support.

From time to time, the school is approached about donations. Please familiarize yourself with the Help Sheet on Donations so you are clear on the policy if approached by a potential donor.

Connecting personally owned items to the Schools' network or school owned devices is not permissible. The Schools are not liable for damage, loss, or theft of such items.