REQUESTING, ACQUISTION, AND INSTALLATION OF TECHNOLOGY RESOURCES PROCEDURE
(TCH-P008)

Clarksville-Montgomery County School System

1.0 SCOPE

1.1 This procedure outlines the process for requesting, acquiring, and installing new hardware and software resources for employees of the Clarksville-Montgomery County School System (CMCSS)

2.0 RESPONSIBILITY

2.1 Chief Technology Officer

3.0 APPROVAL AUTHORITY

3.1 Chief Technology Officer
3.2 Supervisor of requesting Employee
3.3 Technology Department

4.0 **DEFINITIONS**

None

5.0 PROCEDURE

5.1 Before requesting a technology resource, Employee should verify that resource has not been previously reviewed. Prior submissions can be verified through the Technology Approval/Purchase Requisition portal.

5.2 Employee submits an online request via the district's Technology Approval/Purchase Requisition portal.

5.3 Online Request is forwarded for approval under the following workflow: Supervisor, Platform Specialist, Director of Teaching, Learning, and Innovation, then Chief Technology Officer, then designated Technology Department member(s) for review based on nature of request (Technology Coordinator, Desktop Support Team, Programmers, etc.).

5.4 Approver at each step will review the feasibility of the request to ensure value to the district, operability, and compliance.

5.4.1 If request is DENIED, the approver will note in the portal the reason for decision, and the Employee will receive an email notification of the denial.

5.5 If request is APPROVED, the Employee will receive an email notification of the decision and be directed to initiate the Purchase Order Procedure (PUR-P002), if necessary.

5.6 Once the Purchase Order Procedure is completed (if necessary), the Employee should submit an online Technology Work Order for installation and configuration of the requested resource. Once the request is resolved, the Work Order will be closed and an email will be sent to the Employee notifying them that the resource is available.

5.7 License Retention: The number of software installations must not exceed the number of licenses for that product.

5.7.1 Individual site licenses are monitored and maintained by the school or site in a designated location.

5.7.2 District-wide licenses are monitored and maintained by the Technology Coordinator.

5.8 Physical Inventory

5.8.1 Inventories of school-purchased resources are maintained at the school location.

5.8.2 Inventories of district purchases are maintained by the district Property Control Office and the Technology Coordinator.

6.0 ASSOCIATED DOCUMENTS

6.1 CMCSS Technology Approval/Purchase Requisition website

6.2 CMCSS Work Order System

6.3 Munis HR/Financial System

6.4 Purchase Order Procedure (PUR-P002)

6.5 Technology Purchases Policy (TCH-A001)