

**District 2 Public Health
Policy # 190A
Information Technology Equipment Purchasing
Effective July 1, 2017**

PURPOSE

This policy contains guidance on computer equipment and peripherals to be purchased and the procedures for doing so. The purpose is to ensure that the IT Department can efficiently track and deploy new equipment and effectively maintain and troubleshoot existing equipment.

AUTHORITY AND SCOPE

This policy is published under the authority of District 2 Public Health for each County Board of Health, and applies to all employees within the District.

POLICY

Employees are prohibited from purchasing computer equipment, including all computers, laptops, printers, scanners, monitors, sound bars, switches, etc. without prior approval from the IT Department. Computer keyboards and mice may be purchased without prior approval.

- Quotes for pre-approved computers and laptops will be periodically e-mailed to all Office Managers by the IT Department. Office managers are responsible for maintaining the most current quotes for use by staff. However, staff may also request the latest quote from the IT Department as needed.
- All other desired computer equipment must receive a quote or written prior-approval from the IT Department.

Laptops are only to be ordered if they are necessary for the position or function. All security guidelines must be followed for laptops.

PROCEDURE

Prior to purchasing any computer equipment, be certain that your budget has sufficient funds. If purchasing from a programmatic budget, check the Annex for any financial restrictions or rules related to equipment purchases.

Requests for quotes for general computer equipment (ex. a black ink laser printer):

1. The IT Department will provide quotes for standard computer equipment, as requested. Most quotes will be returned to the requestor within three days. When vendor issues cause delays in getting the quote, the IT Department will notify the requestor of the delay.

Requests for specific computer equipment (ex. a new type of scanner where a specific make and model are designated):

1. Requests for quotes are to be made in writing to the IT Department, preferably by e-mailing the IT Help Desk (D2ITHelpdesk@dph.ga.gov).
2. The IT Department will evaluate each request made based on the justification provided, as well as the department's ability to support the equipment.
3. The IT Department will return an approval or denial to the requestor. Approval or denial shall be in writing (an e-mail will suffice).
4. Unapproved requests may be appealed to the District Health Director, with full justification provided.

Orders for new computers, laptops, printers, and scanners:

1. Write out the equipment specs or attach quote on the po request.
2. Attach required written approval to the po request, if applicable.
3. Equipment is to be shipped to District 2 IT, 1280 Athens Street, Gainesville, GA. Whenever possible, the person who the equipment is for should be listed on the order.
4. A copy of the purchase order request with the purchase order number and all relevant attachments is to be sent to Melissa Enzmann (or current IT designee). The copy may be scanned and e-mailed.
5. Upon receipt of the equipment, the IT Department will:
 - Immediately log a work order for set up and installation of the equipment
 - Return a copy of the packing slip to the requestor within two working days of receipt

- Maintain the equipment in a secure location until it is delivered to the requestor or final destination site
6. For standard equipment, delivery from the IT Department to the recipient will be accomplished within two weeks of receipt. Should the equipment require longer to prepare, the IT Department will notify the recipient of the reason for the delay, along with a projected timeline to completion.

Computers and computer equipment purchased directly by DPH or other Agencies:

The IT Department is to be notified of any computer equipment purchased by DPH immediately upon its delivery to District 2. The IT Department may request specifics about the equipment, and will install District 2 configurations on the equipment as applicable.

Approval:		
	District Health Director/Appointing Authority	Date