

Educating the Future!



Midland Independent School District



MISD Technology Department

Using the Technology Purchasing
System

**Purchasing technology related items through
the MISD Technology Purchasing System
8/9/10**

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I. Placing an order

The technology department requests that you follow these procedures when purchasing computers for your campus/department:

- Decide how many computers you will be purchasing
- Make note of which rooms they will be placed in
- Walk through the rooms to check on the number of network drops available for computers – your campus technician will be glad to assist you with the walk-through the day that he/she is on your campus
- Follow the network drop procedure on page 7 if you find you don't have enough drops for new computers
- Place your order – ***Please include as much information as you can concerning your order so that the tech can be better prepared and the warehouse is clear on where the items are to be delivered. This will produce faster results***

Placing the order

A. Access intranet purchasing and make a purchasing request

1. Go to <http://intranet>
2. Under the FORMS menu, go to TECHNOLOGY FORMS
3. Select PURCHASING REQUEST
 - a. The first page you will see is your profile – it is essential the location information is correct
4. Start a new request
5. Select “No” for custom quote and choose a request type
6. You can then make your selections by choosing the request type in the drop down box and purchase the quantity needed
 - a. Ordering an item that is not listed will require a custom quote request and will need to be approved by the Executive Director of Technology. Following this procedure allows the technology department to provide proper technical support.
7. Follow the steps on each page to complete the order
8. Please provide as much information as you can about your order - location, room number who it's for and specify if it's for a teacher or student in the note box – you can always go back and edit an order if it has not been sent for approval by returning to “My Orders”
9. You will receive an email when your principal or director has approved the order
10. A work order will be generated by the system when the item is delivered to the warehouse if installation is required
11. All items ordered will be delivered to the campus specified in the PO

II. Approving an order

A. The principal or director will receive an email from mautoresponse informing them that they have an order that needs approval.

1. Open the link in the email and select approve or deny

My Orders

Order ID: 550	Campus/Department: Technology
Ordered By: maryellen.green	Ordered Date: 5/10/2010
Total Price: \$520.00	

Vendors/PO Numbers

Vendor	Address	PO Number	Helpdesk Ticket
Abacus	6 DESTA DR STE 1350, Midland, TX 79705	000002	

Account(s)

Vendor	Account Number	Disbursed Amount
Abacus	000-00-0000-00-000-000	\$520.00
Total Amount:		\$520.00

Order Status

Status: Principal/Director Office

Note: This is only a test. DO NOT PLACE ORDER

Updated By: _____ Date: _____

Principal/Director Approval

Comments:

2. After approving the order it will go on to the purchasing director for approval
3. The one that placed the order will receive an email informing them that the order has been denied or approved

III. Ordering computer components such as mice, keyboards, headsets and items needed to set up your computers and printers or to replace broken equipment – you can use the technology department as the vendor for these items by submitting a work order through the helpdesk

A. Go to <http://helpdesk> and submit a work order with your request

1. A tech will pick up the items from the MISD maintenance warehouse and bring them to your campus
2. The warehouse charges the technology department for all items picked up for your campus
3. If it's a special item that the warehouse does not carry then the tech may purchase it for you or direct you to the right vendor and give you the ordering information you will need to place the order
4. The technology department will send a copy of the work order along with an invoice requesting that a PO be submitted to the MISD technology department for reimbursement
 - a. The technology department will need to be reimbursed for new or replaced items that the tech purchases for you
5. You may order surge protectors, headphones and other supplies from a MISD vendor if you know exactly what you need and you do not need any assistance from a tech – this will save time and your order will be delivered directly to your campus (***please keep in mind that these are items that you are comfortable ordering yourself and you do not need work orders or tech assistance to install***)

IV. Phones - The technology department will no longer be posting phones in the purchasing system. You may purchase these with a regular PO. If you need any assistance with this purchase please feel free to submit a work order to the help desk and a tech will be happy to assist you.

V. Smart Boards/Projectors

A. Follow the same steps when placing an order – THE TECHNOLOGY DEPARTMENT RECOMMENDS THAT YOU ORDER YOUR SMART BOARD/PROJECTOR AS TURNKEY. THIS WILL INCLUDE ALL ITEMS NEEDED FOR INSTALLATION. THE PROCESS IS LONGER IF IT HAS TO BE BROKEN DOWN WHEN ORDERED AND THEN INSTALLED AT A LATER DATE.

1. Smart boards and projectors will be delivered directly to your campus from the warehouse
2. A work order will be automatically generated by the system when ordering Smart board/projector turnkey and Smart boards when the warehouse receives them. A work order will not be generated for projectors when ordered as a **single** item. You will have to request one through the help desk if you want it mounted

3. Go to <http://helpdesk> and submit a work order with your request – keep in mind that you will only submit a work order for installation if you did not purchase the turnkey
4. Once you've submitted a work order a tech will come to your campus and provide a quote for the cost of installation
5. The tech will be responsible for getting the parts and generating a work order for electrical work done for installation
6. You must write a PO to MISD Technology for installation materials if you did not purchase the Smart board/projector turnkey and send it to procurement. The tech will provide the quote and proceed with the installation once the PO has been received by the technology department

Interactive white boards are not to be moved once they have been mounted.

VI. Checking on the status of your order

A. Got to <http://intranet>

1. Under the FORMS menu, go to TECHNOLOGY FORMS
2. Select MY ORDERS
3. Search by PO
 - a. If you don't remember the PO# you can search by status - ALL. Be sure and enter the date range of when you placed the order
 - b. The box below indicates that this order has been approved and procurement will fax the order to the vendor

Principal/Director Approval	
Approved By: Name of principal/director	Date: 3/8/2010 12:27:00 PM
Comments:	
Federal/State Fund Approval	
Approved By: Name of director if approval is needed	Date: 3/8/2010 1:06:00 PM
Comments:	
Purchasing Approval	
Approved By: leon hartter	Date: 3/8/2010 4:18:00 PM
Comments:	

- c. The box below indicates that the Principal/Director has not approved it yet

Status: Principal/Director Office
Note:
Updated By:
Date:

- d. The box below indicates that the order is pending and has not been delivered to the warehouse yet

Order Status	
Status: Pending	<input type="button" value="Edit Status"/>
Note:	
Updated By:	Date:
Principal/Director Approval	
Approved By: Name	Date: 3/26/2010 11:29:00 AM
Comments:	
Purchasing Approval	
Approved By: leon hartter	Date: 3/26/2010 11:43:00 AM

- e. The box below indicates that the order has been delivered to the warehouse

Order Status	
Status: Completed	
Note: 3/25/2010 2:52:01 PM calvin dunson -	
Updated By: calvin dunson	Date: 3/25/2010 2:52:00 PM
Principal/Director Approval	
Approved By: Name	Date: 3/8/2010 12:30:00 PM
Comments:	

The warehouse will deliver **all** equipment ordered to the campus. Campuses are requested to secure deliveries pending installation.

VII. Network Drops - Campuses will be charged for adding network drops. No campus-installed switches or routers are allowed on the network.

A. Go to <http://helpdesk> and submit your request

1. Explain your needs and where you want it – be sure and include location, room number and where you want the drops installed in the room
2. It will be assigned to a tech and they will assess your needs
3. A copy of the work order, warehouse receipt of any charges made to technology for hardware and an invoice will be sent to your campus
4. Please write a PO to MISD Technology to reimburse us for these charges and attach the invoice
5. If you are on the new cabling it will be assigned to our contractor and one of their techs will assess your needs

6. The technology department will forward the quote to you once it's been received
7. Write a PO to the contractor and send it to procurement – be sure and include the fax number on your PO with instructions to fax it to the contractor
8. The contractor will schedule the work once they receive a copy of the PO

VIII. Software – A technician from MISD technology is the only person that can install software on a computer.

A. Complete a software approval form found on the MISD website under Administration and then Technology

1. Send the form to the technology department along with the requirements to run the software
2. Please attach the quote from the vendor you will be purchasing the software from – please remember that it must be a MISD approved vendor
3. The form will be sent back to you indicating whether it's been approved or denied
4. You may order the software once it's been approved
5. It is very important that you keep a record of what's been ordered for future use. It will be your department's responsibility to keep up with the number of licenses used under this purchase. The tech may need this information for the install.
6. Please do not order from a website
7. Send a PO to procurement with all the ordering information whether it is to be faxed or ordered on line and procurement will place the order. If procurement orders it on line then they will forward the key codes necessary to install the software.
8. **Be sure and attach the software approval form to your PO – procurement will not process the PO without a signed form**
9. Submit a request for the software installation by e-mailing the Technology Purchasing Specialist at megreen@midlandisd.net with the following information: PO# and any documentation and installation key codes you received. A work order will be created to install the software.

IX. Custom Quotes – A custom quote is done when a computer, laptop, printer or any other equipment that exceeds \$500.00 is not posted in our purchasing system. It is a specialty item and will be entered in the technology purchasing system as a custom quote once it's been approved. These requests require special permission from the Executive Director of Technology to ensure that you are getting the proper equipment to support your needs.

A. Please send all special requests to megreen@midlandisd.net

1. Include quote and information you receive from the vendor regarding the item you want to purchase and what's it's needed for – you can get a list of vendors from procurement or technology
2. Once it has been approved the item will be posted in the purchasing system and a custom quote ID number will be assigned to it
3. You will receive an email from the Technology Purchasing Specialist with instructions on how to place your order

Please call our Technology Purchasing Specialist at 689-1962 if you have any questions