

February 18, 2011

To: All Principals, Directors and Supervisory Staff
From: Ana Miranda and Teri DeFilippo
Re: Purchasing Technology

All technology-related purchasing is to be reviewed and approved by the Technology department prior to initiating the requisition process. Please review the process for securing authorization below and disseminate to staff under your supervision as appropriate.

To ensure interoperability, proper maintenance and service, and tracking of all technology purchasing, we have requested the Technology Department to implement a single point of contact for submitting requests for the acquisition of technology.

Coordinating the purchasing process will facilitate improved access to technology for students and staff, and provide technology services more effectively and efficiently.

All WPS staff who intend to make any technology purchases, including – but not limited to – hardware, software, multimedia or other technology-related acquisitions, should submit their request to Teri DeFilippo, Coordinator of Technology. The secretary for the Technology Department (Teresa Vicente Griffin) will obtain quotes for you.

Based on intended use, requests to purchase will be reviewed and authorized. No requisition is to be initiated without approval.

This instruction applies to all technology and all funding sources. For any proposed technology purchase, please follow these steps:

1. Complete the “WPS Technology Request Project Planning Worksheet” form available at (we are creating this form still).
2. Forward the form to Teri DeFilippo, Coordinator of Technology, Wareham Middle School. Call 508-291-3550 *6117 with any questions.

All technology will be delivered to the Technology Department at Wareham Middle School for configuration and inventory prior to delivery to the individual schools and buildings. (In those instances where the item is large and difficult to transport from one location to the next, the Technology Department will recommend that it be delivered directly to the school or building.)