Policy:	IT Asset Purchases		
Number:	2018-01	**Supersedes:**	N/A
Effective Date:	1/2/2018	**Revised/Review Date:**	N/A

1.0   PURPOSE

With the implementation of PeopleSoft 9.2 and Seattle IT's new processes for IT purchases there is a need to redefine responsibilities and processes within HSD for the purchase of IT assets.

2.0   REFERENCES

2.1   *Seattle IT Rates. Items paid for with department funds:*
a.   Net new desktop/laptop/tablet
b.   Non-standard desktop/laptop or computing device
c.   Extra monitors
d.   Printers (purchased)
e.   Tablet replacement

2.2   *Seattle IT Rates. Items ordered and paid for by departments:*
a.   Printer ink/toner
b.   Monitor arms
c.   Monitor stands
d.   Headsets
e.   Speakers
f.   Laptop Cases
g.   Cell phone cases and accessories
h.   Copiers/Multi-functional Printers (leased)

2.3   For questions or clarification on this policy and procedure, please contact the Budget & Finance Manager.

3.0   DEFINITIONS

3.1   IT Assets: *Standard computing equipment such as desktops, laptops, monitors, etc.*

4.0   POLICY

4.1   The division requester or their designated backup will be responsible for requesting the purchase of IT assets by IT.

4.2   The division requester will complete an EPA form to obtain approval for the purchase of IT assets, if the total exceeds $500.

4.3   The division requester will forward the form to the senior finance analyst for the Division for coding, approval, and forwarding on to Seattle IT to start the purchase process.

4.4   Divisions are billed directly for the purchase by Seattle IT.

5.0   APPLICABILITY

5.1   This policy applies to all employees in HSD that purchase and use IT assets.

6.0   PROCEDURE

6.1   Purchasing IT Assets (PRO-400)

7.0   FORMS

7.1   EPA (Expenditure Pre-Authorization and Approval) Form