

# Purchasing Technology

To: WESD Principals, Office Managers,

Date: 10/12/2021 (updated)

From: Chris Lieurance, Tracy Pruitt

Re: Purchasing Technology

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Please follow this process when purchasing technology:

- Obtain a quote:
  - Refer to the MISWiki page for quotes  
(<https://wedschoolsorg.sharepoint.com/sites/WESDMIS/MIS%20Wiki/MIS%20Wiki.aspx>) or
  - Request a current quote from the M.I.S. Purchasing Analyst (Tirzah Brogdon).
- Process the purchase by creating a requisition in MUNIS:
  - In the “Ship To” field, enter “MMC527”
  - In the “Reference” field, enter “M.I.S.”
  - Create a “General Note” and reference school, and location where the item should be delivered, hooked up or installed (such as room number, employee’s name, library, etc.)
  - Create additional “General Notes” in each Requisition to reference all Requisition numbers that are part of the same project (Req# for charging carts should be referenced in the Req for Chromebooks and vice versa). Chromebooks).
- Attach the quote(s) to the requisition (and tech letter if the purchase is for a replacement projector).

Once your total order has been received (sometimes pieces are delivered separately), an M.I.S. field technician will take your items to your school and complete the necessary work.

**Please note:** This process is for all technology except two-way radios.

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**Software Reminder:** Please contact the Director of Curriculum before purchasing any new software. Software will be evaluated for its curricular content by the Curriculum department. Contact the Helpdesk for assistance with the installation of software updates or the installation of already approved software titles.