Livonia Public Schools

Date: September 9, 2020

To: Building Principals, Purchasing Secretaries, Central Office Administration, Accounting Department, Finance Department, Operations Department, Warehouse/Receiving Department

From: Tim Klan, Administrator of Information & Instructional Technology

Re: Purchase Orders for Technology and Software Items

The IT Department has established the following process to streamline ordering any type of technology equipment or software and they are as follows:

1. The ordering school/department will work with the IT Department to assist in getting a quote for the proper item (including software).

2. Once the quote has been secured and approved by I.T., the school will then need to forward the quote along with the appropriate budget code and administrative signature to Karen Oaks in the IT Department koaks@livoniapublicschools.org

3. Karen will place the order with the vendor. Items will be delivered to the Warehouse and properly received into the system. Asset tags will be applied (if applicable) before the item leaves the Warehouse to your location.

4. It is the school/department's responsibility to submit a Help Desk ticket to have any equipment/software installed or configured once received.

If you have any questions, please contact Karen at 42175.

c: IT Department