

**754.1 .SUBJECT: ..REQUESTS FOR COMPUTER EQUIPMENT**

:1. OBJECTIVE:

- A. To describe the procedure necessary to request and obtain computer hardware, software, and associated peripheral equipment;

Ensure computer hardware, software, and associated peripheral equipment requests are consistent with the overall direction of Citywide technology.

:2. AUTHORITY:

This procedure amended by City Council September 15, 2003.

:3. DIRECTION:

Chief Information Officer, , serves at the pleasure of, and receives direction from the City Clerk/General Administration Department Director.

:4. METHOD OF OPERATION:

A. Definitions

1. *Process Control Computer* - Computer hardware, software and associated peripherals that are used *for the sole purpose of controlling or monitoring operational machinery*. These computers are directly connected to or are an integrated part of the machinery they service. Examples of this type of equipment would be computers that control wastewater processes, traffic signals, medical equipment, irrigation systems. All other computers are defined as non-process control.
2. *Technology Management Supported Products* - The Technology Management Division maintains a list of computer hardware, software and associated peripherals that have been established as standards for the City. These products are consistent with the overall technical direction of the City for implementation of its information systems.

B. General

1. This procedure applies to all requests for non-process control computer hardware, software and associated peripherals.
2. Requests for new process control computers will be reviewed by the Chief Information Officer and will follow standard purchasing procedures.

C. Hardware/Software/Associated Peripheral Equipment Purchased on a Program Credit Card.

1. Under certain circumstances, when purchasing hardware/software/associated peripheral equipment from the Technology Management Supported List, a Technology Management Equipment Request Form may be used in accordance with Accounting Procedure 412.3, using the special account designated for that purpose.

2. The Equipment Request Form must be initialed by the Chief Information Officer or designee prior to the purchase. Any need for installation assistance should be coordinated at this time.
  3. When the equipment is received, the specific details (e.g., serial numbers, to what machine it is attached) must be communicated to Technology Management by the receiving department/office/Division for inventory purposes.
- D. Purchased on Program Credit Cards.
1. All items that are not on the Technology Management supported list or which exceed the FPO cost limit must be requested as follows:
    - a. Requests for computer hardware, software or peripheral equipment - must be submitted on a Technology Management Equipment Request Form and forwarded to the Technology Management Coordinator, who in cooperation with the requestor, will conduct an analysis that specifically outlines the hardware/software/peripheral configuration needed, cost, cost vs. benefit analysis, and justification in accordance with internal Technology Management procedures.
    - b. The requesting department will approve the justification and benefits. Technology Management will approve the technical direction and confirm costs.
    - c. The analysis is then forwarded to Management and Budget for funding. Any funding and/or justification issues must be resolved between the requesting department and Management and Budget prior to proceeding.
    - d. Once funding has been obtained, the requesting department is responsible for coordinating the purchase of equipment with Purchasing. When the equipment arrives, the client will coordinate the installation of equipment with Technology Management.

:5 FORMS:  
As referenced herein.

:6 COMMITTEE RESPONSIBILITIES:  
None.

:7 REFERENCE:  
This procedure adopted by City Council December 9, 1991, Item 6NN; amended June 14, 1993, Item 4-Q; amended March 20, 1995, Item SS; amended August 31, 1998, Item 3K; amended April 3, 2000, Item 2PPP; amended September 15, 2003.

:8 EFFECTIVE DATE:  
This procedure effective September 15, 2003.