

**MONTROSE COUNTY
SCHOOL DISTRICT****TECHNOLOGY DEPARTMENT
IT.MCSD.ORG 252-7900****PURCHASING PROCEDURE**

The Information Technology Department receives bids for desktops and laptops each fiscal year. The winning bids are posted on our website, and each school may use these bids for purchasing new equipment. Our website is it.mcsd.org.

District sites can also purchase refurbished equipment that meets our standard. Please email the tech department what you need and we will get a current quote from our supplier and pass it along to you. This is necessary as inventories change constantly for these resellers. They will normally reserve equipment 48 hours to assure delivery for your order.

Our website also has recommendations for ordering projectors and printers.

STEPS FOR PURCHASING TECHNOLOGY EQUIPMENT

1. Check Technology Department Website (it.mcsd.org) for equipment information and pricing.
2. E-mail Technology Department – dhayward@mcsd.k12.co.us - prior to purchasing so installation can be scheduled. You will be e-mailed back with confirmation.
 - 2a. For purchasing refurbished equipment, email the Technology Department what you need and a quote will be passed along to you.
3. Once you receive confirmation from the Technology Department, you then need to complete a requisition/purchase order. If you need help creating a requisition/purchase order, contact your school secretary/department head.

Minimum Requirements for Refurbished Equipment:**Dell Laptop**

1.80GHz, 80GB Hard Drive, 1.0GB RAM

Dell Desktop

1GB RAM, 17 Inch Flat Panel Monitor, 80GB Hard Drive, 3YR Warranty