

Technology Purchase Requests SOP

Purpose:

To establish a standardized process for handling user or department technology purchase requests.

Scope:

This SOP applies to all employees and departments

Responsibilities:

The IT department at Team Knonsense is responsible for the implementation, maintenance and review of this policy.

Prerequisites:

The IT department at Team Knonsense is responsible for the implementation, maintenance and review of this policy. This will only be done by the IT department, following our set SOP.

[SOPs](#)

Procedure:

- Employees or manager completes a purchase request via email
- IT manager reviews the request and provides feedback or approves
- IT manager submits to CFO for initial approval
- IT manager gets exact pricing and list of vendors for final approval by CFO
- IT manager communicates final decision back to employee or department manager
- IT manager makes the order and makes any needed implementation

References:

- [SOPs](#)

Definitions:

- SOP - Standard Operating Procedure
 - These are the guidelines and rules we follow for a given task.

Revision History:

5/16/2023 - Dustin Haggett

5/18/2023 - Raphael Chookagian