

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:

- Identify and clearly define the tech needs for each role / department
- Prepare detailed tech purchase request, including specs, quantities, and estimated budgets
- Submit purchase request to head of IT for review
- After head of IT approves; gets approval of CFO and communicates decisions / feedback back to manager
- Executes purchase and implementation

Prerequisites:

- Familiarity with the organization's technology procurement policies.
- Awareness of the organization's IT infrastructure, compatibility requirements, and security considerations.

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:

Organization's procurement policies and guidelines.

Definitions:

Revision History:

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Contributors: Dustin Haggett