Administrative Policy and Procedure	**BOARD OF SELECTMEN** **Purchasing Technology Equipment** **Approved March 19, 2019**

PURPOSE

The purpose of this policy is to encourage Town Departments to consult with the Technology Committee before purchasing technology equipment such as computers, hardware and software for use by town employees.

The Technology Committee will review all requests and provide suggestions and recommendations that may help ensure the new equipment will perform as intended once installed within the Town's IT infrastructure.

POLICY

Department managers are encouraged to use the resources and expertise of the Technology Committee when considering purchasing technology equipment such as computers, hardware, software, etc. The Technology Committee will review requests and provide suggestions and recommendations to ensure that new equipment will function as intended when installed within the Town's IT infrastructure. The committee will also coordinate with the Town's IT Managed Services provider to ensure the new equipment is properly installed, has a town asset id tag, and can be monitored from their Network Operations Center. The new equipment will also be included in the Town's long-term IT Plan.

APPLICABILITY

This policy applies to all town departments and elected boards who purchase technology equipment for use by town employees.

IMPLEMENTATION PROCEDURE

Requests to purchase new technology equipment may be directed to the Assistant to the Town Manager, who in turn will forward those requests to the Technology Committee for review.

The committee will review all requests promptly at their next scheduled meeting and provide appropriate feedback via the Assistant to the Town Manager. In some cases, the committee may request the Dept. Manager attend the committee meeting in person to answer questions and provide additional background information.

The sole intent is to ensure that proposed purchases of technology equipment can be successfully integrated into the town IT environment and supported by the town's IT Service provider.

Purchasing Technology Equipment

<u>**DEFINITION**</u>

As used in this policy, the term "technology equipment" is defined to include computers, tablets, related hardware and software, printers, cameras and video equipment, etc.

<u>**APPROVED BY:**</u>

Board of Selectmen, Chair: Gary Daugherty

Board of Selectmen: Stephen Matellian

Board of Selectmen: Brett Simas

Original date: .... March 19, 2019
Revised dates: ....