



Date: March 13, 2013
To: All Purchasers and Acquisition Card Holders
From: Cyndy Dekuysscher
Director, Finance and Administration

Re: Purchasing Computer Hardware, Software Components, Projectors and Printers

There has been a noticeable increase in purchases for computer hardware (including iPads), software components, projectors and network printers on acquisition cards, LPO's and RFP's.

All future purchases of hardware and software must be authorized through IT Support Services **PRIOR** to any purchase. IT Support Services (ITSS) is the only unit authorized to order computers and will prepare all Requests for Purchases. The benefits to this process allow for efficiencies and cost savings to be realized.

There are a number of reasons to have our IT folks authorization before buying computer components including:

- **Compatibility:** insures compatibility between all components of the Department of Education network;
- **Cost savings:** cost savings are realized through education discounts, greater standardization, volume purchasing, staffing efficiencies, and other means;
- **Consulting services:** IT Support Services is available to consult on the best options;
- **Support:** affords more effective and efficient maintenance and support;
- **Tracking:** hardware and software will be added to the inventory database maintained by IT Support Services;

The request must be received in written format, either through email or the supplied "Purchase Authorization" forms available here: <http://www.yesnet.yk.ca/staffroom/tal.html>

For YNet/Office/Administrative Products

For YESNet/Apple Products including:

School-Based ICT Hardware/Software/APP Acquisition Form

School-Based ICT Mobile Device Acquisition Form

For email authorizations contact itss@yesnet.yk.ca for all computer components prior to purchasing the items.

Yukon Education reserves the right to remove the hardware or software from computers without reimbursement of the item. If the problem persists, Yukon Education also reserves the right to revoke spending authority.

If you have any questions please contact ITSS at 667-8535 or Finance at 667-5337 or 667-8242