

Policy & Procedure Manual

COMPUTER ACQUISITIONS – FD-IX-1

POLICY

Any proposed acquisition of computer hardware or software must be reviewed by the Director, Finance and Administration who will make a recommendation to the Executive Director.

PURPOSE

To ensure any electronic data processing hardware or software acquired is of maximum benefit to the organization.

PROCEDURE

1. Any department wishing to purchase computer equipment, software and the like, will submit their proposal to the Executive Director. The proposal will include identification of available financial resources for the project and outline the benefits in detail.
2. The Executive Director will have the Director, Finance and Administration evaluate the proposal against three criteria:
 - a. Standardization - servicing of equipment will be facilitated if the same type of equipment is used
 - b. Compatibility - proposal must be compatible with existing equipment or software unless the proposal is a strict stand-alone system
 - c. Utilization - what effect the proposal will have on current system users
3. Once the proposal is evaluated, a recommendation will be made to the Executive Director.
4. The Executive Director will approve or deny proposal to initiating department and copy to Director, Finance and Administration.

RECOMMENDED BY: Director, Finance and Administration

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources, Community Services Administration, Community Services (all)

ORIGINAL POLICY DATE: July 1993

AUTHORIZED BY: Executive Director

SIGNATURE:

