



City of Brockton
BROCKTON PUBLIC SCHOOLS
Kathleen A. Smith, JD ♦ Superintendent of Schools

**Daniel Vigeant – Director
Technology Services**
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October 7, 2014

To: All Principals and Supervisory Staff
From: Daniel Vigeant
Re: Directive on Purchasing Technology

All technology-related purchasing is to be reviewed and approved by the Technology Services Department prior to initiating the requisition process. Please review the process for securing authorization below and disseminate to staff under your supervision as appropriate.

To ensure interoperability, proper maintenance and service, and tracking of all technology purchasing, we have requested the Technology Services Department to implement a single point of contact for submitting requests for the acquisition of technology. Coordinating the purchasing process will facilitate improved access to technology for students and staff, and provide technology services more effectively and efficiently.

All BPS staff who intend to make any technology purchases, including – but not limited to – hardware, software, multimedia or other technology-related acquisitions, should submit their request **to Dan Vigeant, Director of Technology Services, Crosby Administration Building.** Based on intended use, requests to purchase will be reviewed and authorized. No requisition is to be initiated without approval.

This instruction applies to all technology and all funding sources. For any proposed technology purchase, please follow these steps:

1. Complete the “Technology Purchase Request” form available at www.brocktonpublicschools.com under Teachers & Staff
2. Forward the form to Dan Vigeant, Director of Technology Services, Crosby Administration Building. Call 508-580-7568 with any questions.