

Los Angeles City College Administrative Services "How To" Book	Information Technology Department	IV D-2
How Do I Receive Information Technology Equipment or Software?		

A. Brief Description

Receiving of any information technology equipment must be given special care due to its nature. Below are additional established procedures for receiving Information Technology equipment or asset. These procedures are in ancillary to the standard procedures in the Procurement "How To" Book www.lacitycollege.edu, Section (VII-F)

B. How To

1. Upon receipt of information technology equipment or software, the Receiving Department shall request the Information Technology Department to screen the equipment prior to complete acceptance, distribution, installation and entering the item into the SAP system.
2. The Information Technology Department shall log all equipment or software screened by the department to provide a basis for a consistent review or audit of the equipment or software.
3. Any delivered information technology asset not approved prior to purchase or not meeting local information technology minimum standards and guidelines, will be returned directly to the vendor. However, in highly limited and special circumstances, the College President or Vice President of Administration may override the information technology decision by providing written approval for acceptance.
4. For purchases of computer software that is directly downloaded into a computer system, any software keys for the purchase should be sent directly to the Information Technology Department. The Information Technology Department will verify that the software key is legitimate, appropriate for installation, and assist the user in the initial download of the software to the equipment.
5. Thereafter, the normal receiving and tagging process shall be followed by the Receiving Department as provided in **Section (VII-F)** of the Procurement "How To" Book www.lacitycollege.edu.