

Los Angeles City College Administrative Services "How To" Book	Information Technology Department	IV DI
How Do I Purchase Information Technology Equipment?		

A. Brief Description

Information Technology Equipment or assets require dedicated and special care and handling due to their security requirements, portability, data security, storage, system compatibility, widespread usage and reliance for normal and continuous operations and data processing. The procurement of these assets must follow the below additional procedures and guidelines in addition to that provided for other assets. The purchasing, tracking, receiving and disposing of these assets must meet the approval of the Information Technology Department Manager.

B. How To

1. When purchasing information technology equipment, the normal District or College procurement procedures must be followed as explained in the procurement section of the "How To" Book, www.lacitycollege.edu Sections (VII-DI to D-5).
2. Quotations for information technology equipment or asset must be acquired in consultation with the Information Technology Department staff. In addition, the Information Technology Department website can be utilized to extract existing vendors' quotations. (These existing vendors' quotations were acquired through competitive biddings or in conjunctions with the State competitive bidding process). The College network or e-mail access code is required to access these quotations (**e-mail login and password**). Contact the IT Helpdesk at x2049 if such assistance is needed. .
3. The following procedures must be followed in order to access the Information Technology existing online equipment quotations:
 - a. Log into the college website by going to www.lacitycollege.edu
 - b. Next Select **Faculty & Staff**
 - c. Next Scroll down to **Other Useful Link**
 - d. Select **IT (Information Technology)**
 - e. Select **Prices & Quotes** in the **Purchase** box on the right hand side of the screen. (**Email login and Password required**)
 - f. Read the **confidentiality statement** and click on **Click here to continue to Prices and Quotes.**
 - g. The **Quotes and Device Manuals** will be displayed.
 - h. Read the **description** and select the file **of** the equipment to be purchased.

- i. The ready to use quote will automatically display.
 - j. Save a copy of the file to your desktop or print a copy for subsequent use.
 - k. The quote displays a quantity of one item only. If more than a single item of the product is needed, insert the desired quantity needed on the **Purchase Requisition Form** and multiply the unit price by the quantity needed.
4. If the Item needed is not displayed on the preexisting or ready to use quote, contact the Information Technology Department helpdesk staff via email at IThelpdesk@lacitycollege.edu to obtain quotation for the item needed.
5. Upon completion of the Purchase Requisition, the Department Head signs the Purchase Request Form and submits the form to the Information Technology Department Manager for review and approval prior to any submission to the Dean or Vice President for approval.
6. After obtaining the Information Technology Department Manager approval, the normal purchasing procedures depicted in line #1 must be followed.