

<i>City of Commerce</i> Finance	Information Technology /Purchasing	SOP	725
Subject: Electronic Device Management SOP		Version No	1.0
		Effective Date	3/25/15

1.0 Purpose

The purpose of this internal procedure is to outline the process by which the City of Commerce acquires and disposes all electronic devices. The Finance department, Information Technology and the Purchasing Division will oversee the life cycle for these devices. The goal of the policy is to ensure that each employee and using department has an electronic device suitable to perform the assigned task.

2.0 Definition

Electronic Devices are defined as equipment that accomplishes its purpose electronically such as:

- Desktop computer
- Laptop computer
- Tablet Devices (e.g. iPad, Surface, etc.)
- Computer hardware, internal components (e.g. Ram, hard drives, etc.)
- Computer peripherals (e.g. printers)
- Computer monitors
- Satellite printer/scanner/fax/copier
- Flat Screen Televisions

3.0 Procedure

Purchase Request:

- a) The requesting department sends their request to the Finance Director for approval along with a justification, specifications, account numbers and the amount of funds available for the purchase. The Finance director will review the request and determine if the purchase:
 - 1) Can be handled through the current fiscal year,
 - 2) Requires a fund transfer (available funds will be transferred to general account to handle the electronic device purchase)
 - 3) Requires a budgetary request for the upcoming fiscal year.
- b) Once the Finance director approves the purchase then the request is forwarded to the Information Technology Division to evaluate the equipment and the Purchasing Division to acquire the equipment.
 - 1) Equipment Devices must match the standards set by the Information Technology Division and the needs of the requesting department. All Electronic devices outlined in this SOP will be managed by the Finance department, Information Technology and Purchasing Division staff.
 - 2) Purchasing Division staff will handle all electronic device procurement, replacement acquisition, auctioning and disposal determination (e.g. E-waste or discard). Purchasing Division will retain records of warranty, acquisition and disposal for our internal and external auditors review of these electronic assets. All City Credit cards will be restricted in purchasing any of the Electronic devices listed in the SOP.