



St Clair County Technology Purchasing Policy

Policy #73

1) Overview

Technology plays a vital role in the productivity of employees and is constantly changing and requires frequent upgrades and/or replacement of hardware and software.

All hardware and software must be compliant with county policies and procedures. It must also be compatible with existing infrastructure.

Technological purchases fall under Alabama state bid laws and St Clair County policies including but not limited to capital asset purchases and the Internet Usage policy.

2) Purpose

The purpose of this policy is to define the appropriate process for technology purchases by employees and affiliates.

3) Scope

3.1 Applicable Users

This purchasing policy applies to all St Clair County employees and affiliates (individuals working for the county, including permanent, full-time employees, contract workers and business partners). Affected users are expected to be familiar with this policy and to comply with its procedures and requirements.

3.2 Hardware

Technology hardware is a collective term used to describe any of the internal or external physical components operating on the county system.



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3.3 Software

Software is defined as a generic term used to refer to applications, scripts, and programs that run on devices such as PCs, mobile phones, tablets, and other smart devices.

4) Policy

All technological purchases equal to or exceeding \$250 are required to be handled by the Information Technology Department. This includes both hardware and software purchases.

4.1 Responsibilities

Information Technology Department (Technology Department)

The St Clair County Information Technology Department will be responsible for obtaining quotes from vendors on the State Bid list as well as other approved vendors. They will also be responsible for communication with the department head or representative from the department requesting the technological purchase. The Technology Department will be responsible for submitting a purchase requisition and submitting the purchase order to the vendor. They will also be responsible for receipt, delivery and any required setup or installation of this purchase.

Department Head

The department head will designate a representative from his/her department to communicate with the Technology Department during the purchasing process. This includes but is not limited to explaining the need for the purchase, communicating any specific needs, providing financial information required for the purchase requisition as well as providing any information needed for the setup or installation of the purchased item.

4.2 Procedure

1. After a need for a technological purchase arises, the department head or designated representative will contact the Information Technology Department to make them aware of the need and to initiate the purchasing process
2. The departmental representative and the Technology Department will discuss the need and determine the best option for purchase
3. The Technology Department will then reach out to the vendor(s) to receive quotes for the item(s) to be purchased.



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4. The Technology Department will submit the quote to the department head or representative for approval.
5. After approval, the department head or representative will provide the fund and object code to be used to the Technology Department
6. The Technology Department will submit a requisition to the Accounts Payable Department to request a purchase order
7. The Technology Department will submit the purchase order to the vendor and provide the billing and shipping addresses
8. The Technology Department will receive the equipment and perform any setup and installation.

Adopted this 14th day of March 2023.