



ADMINISTRATIVE PROCEDURE

INFORMATION TECHNOLOGY SERVICES IT SERVICE FEE FOR COMPUTING DEVICES

0706
Procedure No.

October 17, 2017
Date

- I. **PURPOSE:** This procedure defines Prince George’s County Public School’s regulations for purchasing computing devices for schools and/or offices.
- II. **INFORMATION:** When a school or office creates a requisition for computing devices, a service fee of \$50.00 per computing device will be charged beginning July 1, 2012 to better manage the district’s network infrastructure and properly support the thousands of connected computing devices.
- III. **BACKGROUND:** In order to maintain our network infrastructure and provide productivity software, anti-virus software, security software, and access licenses to the district’s network, a \$50.00 service fee at the time of purchase of computing devices will be charged beginning July 1, 2012. Apple devices will incur an added cost to cover the refresh cycle for mobile device management licenses. Apple devices have a 6 year refresh cycle.
- IV. **DEFINITIONS:**
- A. Productivity Software – Microsoft Office Professional (PC/MAC).
 - B. Anti-Virus Software – Microsoft Forefront (PC).
 - C. Security Software – software used to secure the computing device as in theft deterrent software on laptops.
 - D. Computing Device – A desktop, laptop, tablet or chrome book.

V. **PROCEDURES:**

Procurement of Computing Devices

- A. When creating a requisition to purchase computing devices (desktops, laptops, or tablets), the only change on the requisition is an additional line item for the service fee. The line item for the service fee will be an internal sales order. (For more information on how to create an internal sales order line item, please go to the training link below in section C of this document.) The quantity used for the service fee should be the number of computing devices included in the requisition.

Example:

- (1) If you are planning to purchase one mobile lab that includes a cart and 16 laptops, the quantity used in the service fee line item will be 16.
- (2) If you order a 10 pack of iPads, the quantity used for the



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service fee line item is 10.

- B. A requisition that does not include the proper service fee line item or the proper quantity for the number of computing devices after July 1, 2012 will be rejected by requisition approvers in the Division of Information Technology and the Purchasing Department.
 - C. Training documentation and videos can be found at <https://sites.google.com/a/pgcps.org/oracle/iprocurement>.
 - D. If you have questions regarding your technology purchase, please contact the Procurement Specialist in the Division of Information Technology for assistance.
- VI. **RELATED PROCEDURES:** Administrative Procedure 0707, Procurement, Installation, Use and Development of Software.
- VII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This Administrative Procedure originates with the Division of Information Technology and will be updated, as needed.
- VIII. **CANCELLATIONS AND SUPERSEDES:** This procedure cancels and supersedes the version dated July 1, 2012.
- IX. **EFFECTIVE DATE:** October 17, 2017

Distribution: Lists 1, 2, 3, 4, 5, 6, 10 and 11